



Salisbury Manor Primary School

The best in everyone™

Part of United Learning

At Salisbury Manor, we are committed to working in partnership with our local parents and community. We therefore are in the process of creating a **Parent Teacher Association (PTA)** which will be known as 'Friends of Salisbury Manor'. There are several key roles within a PTA, the Chair, the Treasurer, and the Secretary. Please see below for more information. If any of the roles interest you please, contact info@salisburianorprimary.org.uk to register your interest.

THE CHAIR

Want to be our next #PTA chair? The chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, you should be highly enthusiastic, full of bright ideas and demonstrate good leadership skills.



THE TREASURER

Want to be our next #PTA treasurer? With a clear head for numbers, you will control the PTA funds in line with the committee's decisions, as well as charity law. You will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team.



THE SECRETARY

Want to be our next #PTA chair? The chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, you should be highly enthusiastic, full of bright ideas and demonstrate good leadership skills. The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

