



# AVAILABLE PTG COMMITTEE POSITIONS 2025/26

## **PRIMARY YEAR REPRESENTATIVES** **NURSERY & FS2**

### **Primary Year Representative Position Description**

- Be the sole point of contact for your respective Year group
- Update and report to Primary Representative with comments and concerns raised by parents
- Volunteer and support as many Primary parent meetings and events as possible (e.g. Newcomers' events; Primary Year Group and Class Parent coffee mornings, the Christmas Concert, Fun Day, International Day, Tiger Shop) and raise awareness about the PTG, the role of the PTG Primary Parent Representative and the PTG Primary Year Group Representatives and solicit volunteers to assist with PTG activities and events.
- Relay PTG and school updates to the respective Year Groups.

**For more details please e-mail:  
[ptgchair@patana.ac.th](mailto:ptgchair@patana.ac.th)**





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## **PTG COMMUNICATIONS COORDINATOR**

### **PTG Communications Coordinator Position Description**

The Communications Coordinator is responsible for almost all communications and publications generated by the PTG committee, while operating within the bound of the PTG Constitution.

#### **Attributes & Skills:**

- Possess strong computing skills, including competency in the use of the Microsoft suite and Canva, or equivalent, with an eye for graphics, knowledge of social media platforms and website maintenance;
- Be organised and structured, which translates to ensuring the areas of responsibility are executed efficiently and effectively.

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## **SECONDARY YEAR REPRESENTATIVES** **Y7 & Y9**

### **Secondary Year Representative Position Description**

- Be the sole point of contact for your respective Year group
- Update and report to Secondary Representative with comments and concerns raised by parents
- Volunteer and support as many Secondary parent meetings and events as possible (e.g. Newcomers' events; Secondary Year Group and Class Parent coffee mornings, the Christmas Concert, Fun Day, International Day, Tiger Shop) and raise awareness about the PTG, the role of the PTG Primary Parent Representative and the PTG Primary Year Group Representatives and solicit volunteers to assist with PTG activities and events.
- Relay PTG and school updates to the respective Year Groups.

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