

# Parent Teacher Association (PTA) - A new year and new committee

27<sup>th</sup> September 2016

Dear Parents,

**The PTA Annual General Meeting (AGM) is coming up on Thursday 29th September 7pm. The meeting will take place in the school hall and all parents are invited to attend. Refreshments and nibbles will be provided by the Committee.**

The PTA brings together parents, teachers and others from the school community who are interested in supporting the school, providing an opportunity for everyone to work together, with a common purpose – to organise fundraising and social events. Events organised previously include school discos, quiz nights, film nights and the annual summer fete.

The AGM meeting will provide an opportunity for any new parents to join and any existing members to exit the committee if they so wish. The PTA welcomes new members who may have new and refreshing fundraising ideas. It can be a daunting experience for some, but rest assured, you will receive a warm welcome from the existing committee members.

Furthermore, a new PTA Committee will be elected at this meeting and we are inviting nominations for the following posts:

**Chair:** The Chairperson's main responsibilities include running all PTA meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year. **Vice-Chair:** The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair, particularly to progress broader PTA initiatives.

**Secretary:** The Secretary's roles are minute taking at meetings, producing and distributing all PTA paperwork, maintaining noticeboards, advertising events where appropriate and general administration tasks.

**Treasurer:** The Treasurer is responsible for coordinating and recording all PTA monies including float provision, banking monies, issuing cheques and producing regular simple accounts.

These Elected Officers work together as a team to ensure smooth management of the PTA. They rely heavily on the continuing support of all parents and staff for our increasing success. If you are interested in putting your name forward for any of these posts, please fill in the form overleaf and return it to the school office.

The Committee also runs a volunteer list. This is for parents who cannot commit to being a full-time member but would be willing to help the Committee when needed; i.e. to supervise film nights, help sell raffle tickets, help with teas & coffees, etc. Please let us know on the reply slip below if you would like to be added to the volunteer list.

We would like to encourage as many parents as possible to attend the PTA AGM who are interested in supporting school social and fundraising events, or who wish to join the PTA.

We look forward to seeing some new faces at the next meeting. Please come along to see what we do and how you can get involved.

Any nominations for Elected Officer positions must be completed prior to the AGM and handed in by Wednesday 28<sup>th</sup> September.

Thank you.

Norton Juxta Kempsey CE First School PTA

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## PTA Committee Nomination Form 2016/17

Name of Parent:.....

Child's Name & Year:.....

Contact Number and E-Mail Address:.....

I would like to become a member of the PTA Committee for the 2016/17 school year.

I would like to take up the position of:

Chair  Vice-Chair  Secretary  Treasurer  Committee Member

Proposer: Signed..... (please print).....

Seconder: Signed..... (please print).....

I would like to like to be a PTA volunteer for the 2016/17 school year.

Please return to the school office by Wednesday 28<sup>th</sup> September.