

12th January 2018

Dear Parents

THE EXISTING PSA IS STRUGGLING AND MANY OF THE MEMBERS WILL BE LEAVING NEXT YEAR, SO WE NEED MORE COMMITTEE MEMBERS TO JOIN AND LEARN THE ROPES

CAN YOU SPARE A COUPLE OF HOURS TO ATTEND MEETINGS ON A MONDAY NIGHT APPROXIMATELY ONCE A TERM? PLEASE JOIN US TO HELP RUN THE SPECIAL EVENTS FOR THE CHILDREN AND TO RAISE MUCH NEEDED FUNDS FOR THE SCHOOL.

PSA AGM Announcement

This year the Annual General meeting of the PSA will be held **on Monday 29th January at 7:30pm (for 7:45pm start)** in the school hall.

In line with the constitution, the AGM will include:

- Annual report of activities
- Financial reports
- Election of up to 20 committee members

The AGM is the opportunity for all members of the PSA (*all members of our school*) to form a new committee and from that committee to elect officers for the year ahead. It is also a chance to celebrate the achievements of the past year.

All existing committee members are welcome to continue – all we ask is that you are able to fulfil the commitment of attending meetings regularly. We hold meetings on average once per half term for the purpose of developing ideas not only for fundraising but for fun activities for the parents, staff and children of our school. It is also at these meetings that we agree on the use of the funds we raise. It is therefore, important that we have sufficient members at the meetings (a minimum of half the committee to enable decisions to be carried by a vote. If a member is unable to attend for 3 or more meetings in a row, then they may be asked to relinquish their place on the committee. **It would also be of great benefit to have at least 2 committee members per year group and maybe some men as well as the ladies to ensure that we are representing the whole school.**

The roles of **Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary and Vice Secretary** will be filled from the elected committee by ballot during the meeting that will immediately follow the AGM.

Officer Roles Description:

Our chair position runs slightly differently to other PTAs where the Chair is responsible for everything. Our chair is a spokesperson and someone to lead the meetings. Each event agreed by the committee will be assigned a group leader from the committee members so that all the work does not fall to one person. We work as a team to support each other, our children and our school.

Chair

- To set agenda, manage meetings to review past events and plan new
- To oversee all fundraising events
- To assign Event Leaders to all agreed events
- To welcome and involve new members
- A commitment to regularly attend meetings

Vice chair

- Supporting and assisting the chair
- Chairing meetings in his / her absence
- A commitment to regularly attend meetings

Secretary

- Preparation of Agenda's for meetings
- Taking minutes of all meetings
- Taking register at all meetings
- Preparing minutes and distribute to all committee members
- Preparing and sending out PSA Newsletters
- Preparing and sending out PSA correspondence / / Parentmails
- Preparation of marketing materials / facebook
- Collation of data for all events
- A commitment to regularly attend meetings

Vice Secretary / Helpers Co-ordinator

- To assist Event Leaders in the co-ordination of helpers for events
- To stand in to take minutes in Secretary's absence
- To prepare and apply for Temporary Event Notices / Health & Safety documents etc for all events.
- A commitment to regularly attend meetings

Treasurer

- Day to day management of accounts
- Management of bills and receipt on behalf of PTA
- Preparation of floats for all events and collect and reconcile monies raised and report totals
- To prepare and report financial statements
- To prepare and sign Cheques
- A commitment to regularly attend meetings

Vice-Treasurer

- To assist the Treasurer in all of the above
- A commitment to regularly attend meetings

Committee Members / Event Leaders

- To work alongside all officers
- To get involved in planning, owning and running events
- To feedback information to other members / parents of the school
- A commitment to regularly attend meetings

We ask that all members consider these roles carefully and if you would like to put your name forward for a position please complete the slip below and return it to the office **by Friday 26th January**. Even if you are not putting your name forward for a position but do intend on coming to the meeting, please return the slip to help us assess numbers likely to be attending.

PSA Annual General Meeting – Spring Term 2018

Name:.....

Child's Name and Class:.....

Contact Telephone No:.....

Contact Email:.....

I will / will not be attending the AGM on Monday 29th January *(please delete as appropriate)*

I am / am not interested in becoming a member of the committee *(please delete as appropriate)*

I would like to stand for the Officer's Position of *(please circle the position you are interested in)*

Chair, Vice Chair, Treasurer, Vice Treasurer, Secretary, Vice Secretary

Signed.....

Please return to the office in a sealed envelope marked – PSA Election of Officers – by Friday 26th January.

(If you are unable to print this form, please just write your details down on a piece of paper and submit to the office in the same way. Thank you.)