

Dear Parents and Careres

**PTA Annual General Meeting (AGM)**

I hereby give notice of the AGM of the ARK Castledown School PTA, to be held at 9.05am on Tuesday 20<sup>th</sup> of February.

The PTA plays a vital part in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to hear our plans for the year and see how the funds you have helped to raise will be used for the benefit of the children at our school.

The AGM is also an opportunity for you to elect the PTA Executive Committee to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM for existing committee members willing to stand for re-election and for anyone wishing to stand as an Executive committee member or Ordinary Committee Member for the first time.

Current nominations for the Executive committee are:

- Luisa Oliver, Chairperson
- Emma Clements, Vice Chairperson
- Holly Brown, Secretary
- Anne Jones, Treasurer

If you would like to nominate yourself for a position, please return the nomination slip below by (Monday 19<sup>th</sup> February) at the latest.

Kind regards

Luisa Oliver, Chair of PTA

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***NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE***

Nominee ..... Child's name and class.....  
For position of: Chair/Vice Chair/Secretary/Treasurer/Ordinary Committee Member [mark one]

Proposer ..... Secondor .....  
[please sign and print name] [please sign and print name]

I ..... agree to my nomination for the position of .....

Signed ..... Date .....

**Chairperson:** Shall have the right to preside at all general, annual general, special general and sub-committee meetings and may exercise a casting vote as occasion warrants

**Vice Chairperson:** In absence of the Chairperson – the same as above

**Secretary:** Shall give notice of, take and distribute minutes of meetings and deal with correspondence for the association.

**Treasurer:** shall

- Maintain a proper account of associations finance
- Present audited accounts to the committee for the AGM
- Be a signatory for PTA bank account
- Where possible attend events to deal with finances

**Ordinary Committee Member:** Contribute ideas, assist and support in running of PTA events