



## A new year and a new committee

Dear Parent/Carers,

After 2 years of running the Friends of St Mary's, Amba Dixon has decided to step down at the end of July as Chair. We are looking for new team members to join us. Without the team, school events would not be able to go ahead for the much-needed fundraising for our school. We would love you to join us!

**Our AGM is coming up on **Wednesday 15<sup>th</sup> May, 7pm from 7.30pm.****

At this meeting, a new PTA Committee will be elected 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 of fundraising throughout the school year.

**Vice-Chair:** The Vice-Chair acts as deputy to the Chair, and aids in the running and overseeing of events and events teams.

**Secretary:** Supports the chair with administrative duties such as minutes, updating Charity Commission details, and works with the Chair on writing annual reports and newsletters.

**Treasurer:** The Treasurer is responsible for coordinating and recording all PTA monies including floats, banking monies, issuing cheques, updating the committee regularly and filing end of year reports with the Charity Commission.

If you're interested in any of the posts or need some more information to help you make your decision, please fill in the form below and return it to the school office. Alternatively, you can speak to one of us in the playground or email us at [thefriendsofstmarys@hotmail.com](mailto:thefriendsofstmarys@hotmail.com)

Nominations can be completed at any point prior to the AGM and handed into the school office. The AGM will be held at the school on **Wednesday 15<sup>th</sup> May**, followed by a FOSM event planning meeting. Please come along to see what we do and how you can get involved.

Thank you,

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### PTA Committee Nomination Form 2019/20

I would like to become a member of the PTA Committee for the 2019/20 school year.

I (please print name).....would be interested in the position of:

Chair  Vice-Chair  Secretary  Treasurer  Member

Telephone.....

Email.....

Proposer:

Signed.....

Printed.....

Proposer.....

Printed.....

Signd.....

Printed.....