



BROADWAS CE PRIMARY SCHOOL PTA

Monday 12th February 2018

Dear Parents,

Broadwas C of E Primary School PTA Extra-Ordinary General Meeting

It is with deepest regret that myself and Sarah Browne have made the hard decision to step down from our posts as Chairman and Treasurer for the PTA due to personal reasons. We have had a wonderful 3 years on the PTA but at this time, we can no longer fulfil our roles.

Therefore, I hereby give notice of an Extra-Ordinary General meeting for Broadwas C of E Primary School PTA, to be held on **Friday, 2nd March 2018**. The meeting will commence at **3.30pm** in the school library. I anticipate that the Meeting should last approximately 30 minutes.

The PTA plays a vital part in the school community. All parents and members of the PTA are invited to support this meeting. This is your chance to help support the staff and children of Broadwas School in the vital fund-raising that Broadwas School needs.

This Meeting is an opportunity for you to elect a new PTA Chair and Treasurer, to represent the association for the remainder of the academic year. Nomination forms should be sent into the school office by **1st March 2018**.

If you would like any further information about what is involved in being a Committee Member, please speak to me or Sarah Browne or see the attached information about the roles and responsibilities of PTA members. If a new committee cannot be appointed due to a lack of nominations, the PTA will be dissolved in accordance with the constitution.

We look forward to seeing you on **Friday 2nd March at 3.30pm** in the school library.

Regards

Mrs Heidi Turner

PTA Chair

NOMINATION FORM FOR AN OFFICER/MEMBER OF THE PTA COMMITTEE

Nominee

For position of: **Chair/Treasurer/Ordinary** **Committee**
Member *[mark one]*

Proposer
[please sign and print name]

Secunder
[please sign and print name]

I agree to my nomination for the
position of

Signed

Date

PTA Committee roles

Chair

Characteristics

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

To ensure the smooth running of meetings, the Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making.

The Chair will work closely with the Treasurer and Secretary to ensure that the PTA is run effectively. As an Officer of the committee, the Chair will be one of designated signatories and will sign cheques on behalf of the PTA along with other designated signatories.

Job function

To ensure that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA, and prepare and submit statutory reports to Regulatory Bodies

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Get to know members of the committee
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members
- Write an annual report
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events
- Work closely with the school office to circulate information to parents via email, website or text alerts
- Publicising PTA events and fundraising initiatives
- Liaising with the local press to get press coverage of PTA events
- Ensuring posters are displayed around the school in good time
- Ensuring all information on PTA work is kept current and up to date

PTA Committee roles

Treasurer

Characteristics

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds, the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function

To maintain up-to-date records of all PTA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at PTA Meetings
- To prepare a concise Financial Report for the Annual General Meeting

Committee Members

Committee Members work alongside the Officers.

Main duties:

- Attend PTA meetings
- Gets involved in planning, owning and running events
- Encourages participation and enthusiasm for the events organized by the PTA

We would love representation across all year groups. New parents to the school will be warmly welcomed.