



AGM (Annual General Meeting)

**Thursday 29th September 2022 7pm in the
Community Room (year 4/5 building)**

Every year Withycombe PTFA are required to hold an annual general meeting where all committee members must stand down. All but three members will be stepping down this year due to increased work commitments.

This means we need quite a few new members to join the committee. New members are required to nominate themselves to the chairperson prior to the AGM so if you are interested in a role please nominate yourself via email to Stacey Court, scourt@wrpschool.org

All positions are up for re-appointment and all nominees will be elected during the AGM. If there are 2 or more volunteers for a position, these will be put to a vote to everyone in the meeting.

Current roles to be elected at the AGM are listed below (role details are on the following pages) though if there are any volunteers who would like to assist and have skills in other capacities, all will be considered so please do contact us.

- Chair
- Vice Chair
- Treasurer
- Vice Treasurer
- Secretary
- Vice Secretary
- Health & Safety
- Procurement
- Governor Representative
- Teacher Representative
- Community Representative
- Class representatives
- Uniform & Communications Co-Ordinator
- Sponsorship and donations Representative

Mums, Dads, Grandparents, Family members and the wider community are welcome to volunteer as we are a Parent, Teacher and Friends Association.

We look forward to seeing you at our AGM, raising a glass to last year's achievements, a thank you to our outgoing members and to welcome our newly formed committee.

PTFA Chair

Main purpose of the role

To lead the committee, ensuring the PTA is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the PTA bank account
- Ensures the PTA is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

PTFA Treasurer

Main purpose of the role

The treasurer controls the PTA funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the PTA's financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM

- Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical
- Recruiting a treasurer? Try our social post

PTFA Secretary

Main purpose of the role

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before PTA meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated