



Ralph Butterfield Parent Teacher Association Nomination for PTA Officer roles

Dear Parents and Carers,

Ralph Butterfield PTA Annual General Meeting (AGM) will be held on **Wednesday 25th September 2024** at **9.00am** in the **School Hall**. At the AGM we will review the previous year's fundraising efforts and accounts and elect new committee members by agreement.

The aim of our PTA is to offer extra financial support to the school, through the fund raising we do enables the purchase of items such as - book bags for new starters, visits from theatre groups, coaches for school trips, improve indoor / outdoor spaces and the purchase of equipment. We also organise and run fun events such as discos, break the rules day and the Summer fair and are enthusiastic in finding creative ways to raise money and create fun experiences for our children (with your help!). We usually hold a PTA meeting once a month. Meetings are relaxed, informal, as quick as we can make them and organised in advance.

We have a PTA committee which is made up of Officer roles, these are: **Chair, Co-Vice Chair (two roles), Treasurer, Vice Treasurer and Secretary**. Some of these roles are also Trustees as the PTA is a registered charity. This group decides how funds are spent in collaboration with school. Decisions are made a committee.

This year, we are especially looking for volunteers to step into the role of 'Chair' and 2 'Co-Vice Chair' roles, as the current holders are stepping down. These are really important roles in ensuring all PTA events can continue to go ahead. Please see the form below to complete.

The Officer roles available are:

CHAIR

provides leadership, sets the agenda for meetings, welcomes all new members and works closely with Vice Chairs, Treasurer and Secretary. The Chair is usually the point of contact for school. The Chair provides an annual report at the end of each year at the AGM, co-signs cheques and ensure policies are adhered to.

SECRETARY

a key role ensuring effective communication links between the group, its membership and the public. Deals with all correspondence received via the PTA email address. Co-sign cheques pick up post from the school and may take a lead in organising some events like Christmas cards etc.

VICE - TREASURER

this role supports the Treasurer with managing the PTA funds and ensure financial controls are adhered to. There is an expectation that when the treasurer steps down that this role will step into this position.

CO-VICE CHAIR (2 roles)

provides leadership and works closely with the chair to ensure that the group is run effectively and has enough volunteers for events to run. Takes a lead in organising some events. Often the vice chair may wish to become the chair at a later stage and so this role is a great way to learn what is needed. The Vice Chair will write newsletter updates and social posts.

TREASURER

another key role to ensure that all funds are managed and controlled. All committee have a responsibility to ensure these duties are carried out properly. Keep financial records for all events and maintain the bank accounts, report the current financial position at each meeting, have the accounts independently examined once a year, provide floats for and count monies after each event and prepare and co-sign cheques.

You are also welcome to join as a **Team Member** – bring ideas, volunteer at our events, have a say and support fundraising efforts, as part of the larger PTA Team.

Becoming part of a PTA is a great way to become part of school life, have a lot of fun and make great friends along the way! Although our main aim is to raise funds for the school, our events are a great way to meet parents and teachers and staff on a social level. If you feel you can make a difference in one of these roles or you would just like to know a little more, please come along to the AGM meeting. **You would be very welcome!!**

Ralph Butterfield Parent Teacher Association

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Association will be held in the **School Hall** on **Wednesday 25th September** at **9.00am**

AGENDA

1. Apologies
2. Chairperson's Report 2023-2024
3. Treasurer's Report and Final Accounts Treasurer's - year ending August 2024
4. Appointment of an Independent Examiner of Accounts for 2023-2024
5. Officers and Trustees of the Committee/Charity
 - Chairperson
 - 2 Co-Vice Chairperson
 - Treasurer
 - Vice Treasurer
 - Secretary
6. Agreement of School Representative
7. Adoption of the Constitution
8. Any Other Business (Only business previously notified to the PTA will be included)

The meeting should last no longer than **30 minutes**.

COPIES OF THIS FORM ARE AVAILBLE IN THE SCHOOL OFFICE

Once complete – please hand it to the School Office Team, thank you

Nomination for PTA Officer - Ralph Butterfield PTA

Please **circle** the role you would like to undertake below and hand this into the school office by **Friday 20th September 2024**

Position: **CHAIR / VICE CHAIR (2 roles) / SECRETARY / TREASURER / VICE TREASURER** (Please **circle** choice)

In the event that there are more nominations for a specific post, the nominations will be put to a vote by those attending the AGM.

Please print clearly:

Name: Child's Class:

Contact Number: Email Address:

I am unable to attend the AGM but would like to be considered for the above role(s) tick

OR If you would like to be a **PTA TEAM MEMBER**, please add your details below or email: ralphbutterfield.pta@gmail.com,

Please print clearly

Name: Childs Class:

Contact Number: Email Address: