**Annual General Meeting**

**Monday 16th July 2018 6.30pm Granton Primary School**

The PTA will be holding its Annual General Meeting on **Monday 16th July 2018 @6.30pm in the Hall**. All parents, carers & teachers are automatically members of the PTA and are invited to attend.

**The PTA is always keen for new parents, carers & teachers to join the committee or to attend PTA meetings as non-committee members, to bring fresh ideas and continue to raise money for the school.**

Each year the PTA provides hundreds of pounds of additional funding, without which many of the activities and equipment that our children enjoy, could not be provided. For example this school year we funded almost £6000, including the annual all-school membership to the Wandsworth Work and Play scrap scheme (to support everything from art to drama!), special projects for every Key Stage, the new Basketball and Netball courts, essential classroom and facilities equipment as well as the Year 6 Leavers Disco.

**Nominations for Officers of the PTA Committee**

In accordance with the PTA’s status as a registered charity we are required to elect officers of the PTA Committee for the coming year at the AGM. The roles are Chair, Secretary, Treasurer & up to six Committee members. (See overleaf for job/committee descriptions). All current PTA Officers will stand down from their positions, although members are welcome to run for re-election.

Under the terms of the PTA [constitution](https://www.pta-events.co.uk/granton/index.cfm?event=documents#.VaVQFPl2FyA), the Committee would welcome nominations from anyone wishing to stand for any of these positions. If you would like to make a nomination, please complete and return the slip at the foot of this notice to the School Office by 3.15pm on **Friday 13th July** FAO Kelli Wolfe or email your nominations to [grantonpta@gmail.com](mailto:grantonpta@gmail.com).

**Please note that all nominations must be proposed and seconded by a parent / carer with a child currently at the school.**

**PTA Committee Nomination Form 2018/19**

I would like to become a member of the PTA Committee for the 2018/19 school year.

I (please print name)………………………………………………………..……………..wish to take up the

Position of:

❏ Chair ❏ Secretary ❏ Treasurer ❏ Committee member

Telephone…………………………………….…………………… Email………………………………………………………………………………………………….

Proposer: Signed………………………………... (Please print)…………………………………………….

Seconder: Signed………………………………… (Please print) ………………………..............................

**The Committee**

A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the association on behalf of the members. All elected committee members are legal trustees for the charity for the time they are on the committee. There are two types of committee member: Officer and Ordinary (or other) member. Officers have specific roles such as Chair, Treasurer & Secretary. These officers shall make up the board. Ordinary Committee Members play a vital role working alongside and supporting the board. All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed. Ideally, committee members will actively lead at least one event and/or area of responsibility per year.

**Role of Chair**

The Chair is expected to maintain the momentum for the PTA’s fundraising efforts and act as main point of contact with the school / Head Teacher. The Chair organises meetings and sets the agenda with the Secretary; 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. New members of the committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions.Occasionally, disagreements arise. The Chair should remain impartial, call the meeting to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way. The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair is normally a signatory for the association's bank account, along with the Treasurer, Secretary or other elected committee member. It is preferable if the individual can commit two terms to the position, but not required. **Please email** [**grantonpta@gmail.com**](mailto:grantonpta@gmail.com) **for full Key responsibilities.**

**Role of Secretary**

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school and keeps accurate records. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help ensure that any correspondence that is sent to the school is passed onto your association promptly. With the agreement of the Headteacher, the Secretary can usually arrange to leave PTA notices with the school Secretary for distribution with school mailings to parents or for distribution via 'Parent Mail'. As well as dealing with correspondence following a committee meeting, the Secretary will need to make minutes of all meetings available publicly on the PTA website and make bookings and other arrangements for forthcoming events, confirming arrangements in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member. It is preferable if the individual can commit two terms to the position, but not required. **Please email** [**grantonpta@gmail.com**](mailto:grantonpta@gmail.com) **for full Key responsibilities.**

**Role of Treasurer**

A key responsibility for all committee members is to manage and control the funds the association raises. Although all the committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the committee carry out these duties properly. The Treasurer should maintain a record of all income and expenditure. This can be done in a simple accounts book or using a computer based package. The Treasurer is responsible for handling the money raised at events, making approved payments and making arrangements for counting of money at events. The Treasurer should report on the current financial position at each committee meeting and this should be recorded in the minutes. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting. The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory ensuring regular payments, for example, PTA-UK membership, are made on time to guarantee benefits and take advantage of any discounts. The person co-signing must see what is being paid for before signing and once processed the original invoices should be kept by the Treasurer. At each event, the Treasurer and another committee member should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded and then banked or placed in a safe overnight. The Treasurer should also be involved in required reporting to the Charity Commission, including timely submission of the annual return. Before the AGM, the Accounts must be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution. It is preferable if the individual can commit two terms to the position, but not required. **Please email** [**grantonpta@gmail.com**](mailto:grantonpta@gmail.com) **for full Key responsibilities.**

**Role of Member**

Members play a vital role in supporting the officers on the steering committee. All the elected committee members have equal responsibility for the control and management of funds and a shared responsibility for effective community building and fundraising in support of the school’s efforts. Members should be prepared to attend meetings and ideally lead on at least one event and/or key area of responsibility. Examples could include looking after the marketing for all events, or volunteer coordination, procurement, external stalls, sponsorships or silent auction coordination and so on, according to the members’ skills and expertise.

### **Additional support**

In addition to the elected committee, it is valuable to have volunteers / helpers who are willing to support the work of the committee. Volunteers are very welcome to attend committee meetings but this is not essential and they do not have a vote; only elected committee members (Ordinary Members and Officers) can vote. Being a PTA volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights. There are myriad ways that volunteers and helpers can support the committee without attending meetings as well and are invited to be involved in whatever way that calls to them!t