

## PTA Annual General Meeting

The Hipperholme Grammar Junior School PTA will be holding an AGM on the 3<sup>rd</sup> March 2011 at 7.00 pm in the School Hall.

At this meeting the previous PTA will be dissolved and a new committee will be elected, any positions not filled will have an interim caretaker appointed from the committee.

Any positions with multiple nominations will go to a vote at the meeting.

Attached is a copy of the roles on the committee and nomination forms for these positions. Would anyone wishing to stand for positions on the Committee please complete the nomination form and return it to the School Office in an envelope marked for Mrs Taylor, PTA by 28<sup>th</sup> February 2011.

A copy of the details of the roles and the new constitution will be available on the school website, in the School Office and on the notice board.

Anyone wishing to be elected will need to be present at this meeting unless agreed provisions have been made.

Please contact me if you require any further information on the committee roles.

[jemma.taylor999@gmail.com](mailto:jemma.taylor999@gmail.com)

These positions are open to "job share" on agreement of the candidates.

If you wish to be involved in the PTA but not in any of the roles being elected please provide your email details to [jemma.taylor999@gmail.com](mailto:jemma.taylor999@gmail.com) and you will be kept informed of upcoming events and meetings.

If you plan to attend the AGM please email me to confirm so that we know how many people to expect [jemma.taylor999@gmail.com](mailto:jemma.taylor999@gmail.com). If you do not have the facility to email please let the School Office know.

**All parents are welcome to PTA meetings, please pop in and share your ideas.  
The next meeting is on Friday 18 February at 9am.**

## **Roles within the PTA Committee**

The Committee of the PTA shall consist of the Chairperson, Secretary and Treasurer plus their deputies together with other members.

### **The Role of the Chairperson**

1. Attend committee meetings approximately once every half term — minimum of 6 a year.
2. Prepare the agenda for the meetings.
3. Chair the meetings.
4. Co-ordinate ideas and suggestions.
5. Delegate tasks and organise sub-groups for different events.
6. Take and receive some telephone calls at home.
7. Take part in some events/activities as one's own time permits.
8. To represent the committee where appropriate.
9. To actively seek co-operation and support from the Grammar School PTA.

### **The Role of Vice Chairperson**

1. To assist and deputise for the Chair in all of the duties listed above.
2. To support and authorise the work of the Treasurer and Secretary.

### **The Role of Treasurer**

1. Report on all meetings re financial position.
2. Pay all invoices.
3. Bank all money.
4. Provide floats and usually sell or organise sale of raffle tickets.
5. Keep records.
6. Prepare annual accounts.
7. As an Officer of the committee take an active role in organising events (in conjunction with other members).

### **The Role of the Secretary**

1. To take minutes at meetings then type up and distribute to all committee members (via email and the school office).
2. To inform members by letter/telephone of upcoming dates or amendments of meetings and events.
3. To prepare agendas for meetings (in conjunction with Chairperson).
4. To produce flyers, tickets etc. for upcoming events (in conjunction with School Office).
5. To send letters of requests/thanks as required by the committee.
6. To assist the chair and other officers with secretarial requirements.
7. To generally assist with needs of the committee.

**N.B. If the role is shared then duties are light and level of commitment is flexible!**