

# The Friends of St. Clare's (PTA) need YOU !

All families are automatically members of the "Friends of St. Clare's" when their child joins our school. All parents/carers are welcome to attend the Annual General Meeting (AGM) of the Friends of St. Clare's please do come along if you can, to see what the Friends do for the school. All parents and members of the school community are encouraged to get involved, even if they only have a small amount of time available. The Friends committee is always looking for willing volunteers. Any help is most appreciated. You do not have to have any qualifications even if you are a dab hand with a broom we can use you. You do not have to attend every meeting, or spend long hours at events, after all as the saying goes "many hands make light work". Below is a short explanation of what the roles within the committee involve.

**Chairperson** - Leads Friends meetings. Liaises with the Head teacher, staff regarding the school's needs and event dates and ideas. Works with the Treasurer to ensure appropriate use of PTA funds.

**Vice Chair** - A supporting role to the Chair, deputises as required and shares responsibilities with the Chair as above.

**Treasurer** - Administers bank accounts, expenditure and finances for events, produces financial reports and annual accounts.

**Secretary** - manage agendas, minutes, and thank you letters etc.

**Committee Members** - Attend meetings, assist with events and represent views and requests from other parents. As the committee represents all parents, we would ideally like to have members from all Year Groups, so even if you are new to the school, you would be very warmly welcomed.

**Class Reps** - Work as an extension of the Friends Committee and act as a communication link for other class parents. Ideally we would like a rep per class, which should be on the main committee to make it easier to share information. You should nominate yourself for a class your child or children are in.

Fund raising is the main activity of the Friends and all committee members share responsibility for the running of our events.

Please submit the nomination form below.

If you are nominating someone else, please make sure you've got their approval first !



## NOMINATION FOR THE FRIENDS COMMITTEE AND CLASS REPS

**NAME**.....**EMAIL**.....**TEL**.....

I would like to nominate.....for the position of  
(Please circle as appropriate)

*Chairperson*

*Vice Chairperson*

*Treasurer*

*Secretary*

I would like to become a Class Representative for Class .....

I would like to become a member of the Friends committee ☐ (please tick box)

### For existing Committee Members

I would like to: *Stand Again* ☐ *Stand Down* ☐ on the committee. (please tick one box)

**Please return your completed form to the school office on or before Friday 4<sup>th</sup> October**  
**Hope to see many of you at the AGM meeting on Tuesday 8<sup>th</sup> October 6.30pm in the School**