

Chisenhale PTA Annual General Meeting

will be on
Tuesday 17th July 2018, at 9am in the library

All parents at Chisenhale are automatically members of the PTA so it is really important that as many people as possible attend this meeting where we report back on the PTA's activities and fundraising efforts over this academic year. Chisenhale PTA is a registered charity and as part of our charitable status we need to hold this meeting every year and have a good turnout for it. This meeting is also when we elect new officers for 2018-19. The main roles are: chair, treasurer and secretary and we also have a fundraising committee, publicity and design team and a catering team.

The various PTA roles can be adapted to suit your interests and strengths, but the three essential posts for which we need to have elected officers are:

Chair/Co-Chair

This is the person or persons overseeing the CPTA. You are supported by the many members who regularly attend meetings, some of whom have held officer roles in the past and so are very familiar with the school's events. In other words, you don't need to know everything. You'd need to be available for PTA meetings, which you can arrange to suit your schedule.

Treasurer

This is the money person, so it would be helpful if you are organised and enjoy working with numbers. The Treasurer keeps a record of the PTA expenses and profits, tracking donations and takings from the various PTA events and helping to make decisions about where the PTA money is spent.

Secretary

Generally speaking, this is the communications arm of the PTA. You can decide amongst the new committee how you'd like to work together, but in previous years the Secretary has taken minutes at the meetings, sent e-mail updates to members and helped manage events. This role would suit someone who enjoys writing to and communicating with other parents and generating new ideas for events and activities.

Please think about whether you would like to stand for one of these posts: if you are not able to attend the meeting you can give written permission for someone else to nominate you. The chair, secretary and treasurer also usually stand as trustees of the charity for their period of office. To find out more about the roles speak to one of the current officers:

Co-chairs: Nisha Patel and Draga Millhan

Treasurer: Terri Chan

Secretary: Laurence Peck

Or ask Ruth Crossan, Parent Engagement Officer.