

## **FOBPS -Invitation to attend AGM Monday 13th March 2017**

### **Friends of Bitterne Park School Annual General Meeting (AGM)**

Dear Parents/Carers,

I hereby give notice of the AGM of the Friends of Bitterne Park School PTA, to be held on Monday 13th March. The evening will commence at 6.30pm with the PTA Annual General Meeting. We anticipate that the AGM should last approximately 1 hour.

The Friends of Bitterne Park plays a vital part in the school community and all parents, as automatic members of the PTA, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

The AGM is also an opportunity for you to elect the PTA Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. Copies of job descriptions for Chair, Secretary and Treasurer roles are available upon request.

If you would like any further information about what is involved in being a Committee Member, please contact ourselves via the email [fobps@bitterneparkschool.org.uk](mailto:fobps@bitterneparkschool.org.uk). As our PTA is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please feel free to read the Charity Commission publication 'The Essential Trustee – What you need to know' which can be found on the [www.gov.uk](http://www.gov.uk) website.

Please email/return the completed slip below as soon as possible if you wish to apply for a role on the committee.

We look forward to seeing you on 13 March please meet in the main reception at 6.25pm so the meeting can start promptly at 6.30pm.

Regards

Joanne Hamilton-Smith

Chair

**NOMINATION FOR OFFICER/MEMBER OF THE PTA COMMITTEE**

Nominee .....

For position of: .....

Chair/Secretary/Treasurer/Ordinary Committee Member -Indicate one