



Dear Parents/carers,

The Arnold Mill PTA provides opportunities for parents and carers who would like to become involved as an active member of social events, fundraising and support for the school. The current PTA has been running for around 2 years and events include school disco's, table top sale, sports day drinks, sorting lost property and organising the Clarks shoe donation at the end of the school year.

The decision has been made to structure the PTA with the roles defined below and we would love to hear from you if you would like to take this opportunity to get involved, the following positions are being offered for official committee roles we also welcome offers of help as committee members (this is a flexible role where you could provide help as and when you are able to).

#### **PTA Chair**

- Provide leadership and direction to the PTA
- Set the agenda for meetings
- Run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- Welcome and involve new members

#### **PTA Co Chair**

- Deputising for the Chair when necessary
- Assist with the running of PTA events

#### **PTA Treasurer**

- Manage and control the funds that the PTA raises
- Organise floats for events
- Bank the money raised into PTA account

#### **PTA Secretary**

- Provide a link between the PTA and the school
- Deal with correspondence
- Take minutes, type them up and distribute
- Prepare and distribute newsletters and correspondence
- Prepare publicity flyers

The PTA welcomes all expressions of interest from parents/carers enabling an opportunity to acquire valuable experience, meet new friends and become part of a welcoming friendly group, collectively making a positive difference for the Arnold Mill Primary School community.

The First AGM (Annual General Meeting) will be held on **Tuesday 15th January 2019**, this will be held at the school at 3:35pm and will last a maximum of one hour (children are also welcome to attend) at this meeting we aim to appoint individuals to the above roles. If you are unable to attend but would like to be considered for one of the above roles, please e mail [nataliekowalski@yahoo.co.uk](mailto:nataliekowalski@yahoo.co.uk).

We wish you a happy Christmas and offer a warm welcome to prospective new members in 2019

Kind regards

Arnold Mill PTA

