



Come along to our

# AGM

on

## WEDNESDAY 1ST OCTOBER

at

### 7PM

in the school hall



### Many hands make light work!

The PTA is a team effort and if everybody does a little, a lot can be achieved! There are many ways you can help - from volunteering to help at events or in the planning of events, creating flyers and posters, becoming a class rep, match funding through your employer, sponsoring an event or donating items when needed and supporting the committee in general.

## Reasons to join the Friends of Langshott:

- Improve your child's school experience
- Make lasting friendships
- Support the school
- Put forward your ideas
- Be better connected
- Keep it going
- It's fun!



## Reasons to come along to the AGM

- Review of last year's events
- Hear about any future events
- Vote in new committee members
- Review of financials and spending
- Ask questions and give feedback
- Find out how you can help

## Official committee roles and responsibilities

### Chair



- Chairs and facilitates meetings
- Sets the date and agenda for meetings
- Delegates tasks to committee members
- Liaises with the school about fundraising priorities
- Ensures the Friends is registered with regulatory bodies

### Treasurer



- Manages the day to day finances
- Keeps a record of the Friends' financial activity
- Reports on the finances at meetings
- Arranges floats for events
- Banks the takings for events and fundraisers
- Makes Gift Aid claims

### Secretary



- Assists the Chair with planning meetings
- Communicates with the school, committee members and volunteers
- Takes minutes at meetings
- Prepares flyers, posters and tickets for events