



WAIUKU PRIMARY SCHOOL

To Parents/Caregivers

Reg: PTA Annual General Meeting - 6th March 2018 at 7pm in the School Staffroom

Every year the PTA holds an Annual General Meeting. This is where people are elected to be core members of the PTA, if you or someone you know of would like to be on the PTA or are interested in giving one of the positions listed below a go, please come along on the above date to cast your vote. A PTA cannot possibly continue to run and will not be able to continue without a committee or the help and support of fellow parents/caregivers.

The core roles that are available are listed below:

- Chairperson:**
- Leads the Team
 - Delegates jobs for people to do
 - Liaison with people within the school
 - Be a facilitator
 - Oversees the running of the PTA
- Vice Chairperson:**
- Works with the Chairperson
 - Covers the role of Chairperson in their absence
- Secretary:**
- Recording and distributing of minutes
 - Liaison's with the Chairperson
 - Keeps comprehensive records
 - Deals with incoming mail
- Treasurer:**
- Monitoring cash flow
 - Keeping good and accurate records
 - Pay accounts, Banking

Yours sincerely

Deanna Cossey

PTA Chairperson