



# WAIUKU PRIMARY SCHOOL

To Parents/Caregivers

Reg: PTA Annual General Meeting - 4<sup>th</sup> April 2017

Every year the PTA holds an Annual General Meeting. This is where people are elected to be core members of the PTA. The core roles are:

- 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**

Sadly this year we are losing Alex - Secretary & Leeanne - Treasurer, On behalf of myself and other pta members I would like to thank you both very much for your hard work and commitment towards the PTA over the past 3 years, you will be sadly missed. Therefore these 2 positions are available, although all positions have to be advertised. If you or someone you know of would like to be on the PTA please come along on the above date to cast your vote. A PTA cannot possibly continue to run without the help and support of fellow parents.

Yours sincerely

Deanna Cossey

PTA Chairperson