Parentkind

Name of School
Parent Teacher Association
Charity Registration number

Date

Dear Parents/Friends/Staff [delete as applicable]

We would like to give notice of the AGM of the [insert name of Association] to be held on [insert date]. The evening will start at [insert time] with the PTA Annual General Meeting, followed by [event].

The PTA plays a vital role in the school community and all parents, as members of the PTA, are invited to support the AGM. This is your chance to be elected or elect others to the PTA committee, showing your support for our new association. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member

The AGM is an opportunity for you to agree and adopt a constitution, this will form the rules and regulations of our PTA.

If you would like any further information about being a committee member, please speak to [insert name].

Please return the slip below as soon as possible, or by [insert date] at the latest to [insert name] at the school office, or email the PTA email address [email here]

We look forward to seeing you on [insert date]

Kind regards,

[insert name]
[PTA role]

I/we shall/shall not be attending the AGM evening on [insert date here]

Signed: Print name:

NOMINATION FOR OFFICER/ORDINARY COMMITTEE MEMBER

Nominee:
For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member [circle one]

Nominated by: Seconded by:

Please sign and print name *Please sign and print name*

I [nominee name] agree to my nomination for the position of [insert position here]

Signed: Print name:

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