



FRIENDS OF CECIL ROAD (PTA)
Registered Charity Number: 1022605

Dear Parents and Carers

The Friends of Cecil Road team are ready to start planning this year's fundraising activities and events and would love to have your support. Over the last year we had fun arranging various events including a Christmas Grotto, Film Night, Carnival and Summer Fayre - just to name a few! All parents and carers are members of Friends of Cecil Road and anyone can join in, new faces and ideas are always welcomed.

To enable us to continue organising events we are holding an Annual General Meeting on Monday 15th October at 2.30pm. If you cannot attend this time but would like to join us, please let the office know. At the meeting a new Committee will be elected and we are inviting nominations for the following posts:

Chair: Running Friends of Cecil Road meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.

Vice-Chair: Coordinates teams of volunteers and acts as deputy to the Chair.

Secretary: Minute taking at meetings, producing and distributing paperwork, maintaining noticeboards, advertising events where appropriate and general administration tasks.

Treasurer: Coordinating and recording all committee monies including float provision, banking monies, issuing cheques and producing regular simple accounts.

These Elected Officers work together as a team to ensure smooth management of the committee. They rely heavily on the continuing support of all parents and staff for our increasing success. In addition to these Officers, there must be at least eight elected Members (Trustees) who are eligible to vote on committee issues.

If you're interested in putting your name forward for any of these posts, complete the form over the page and return to the office by Wednesday 10th October 2018. You will then be given a nomination form to complete before the AGM.

We hope to see lots of you there so that we can continue to raise money by organising fun events throughout the year to support and contribute to your child's education at Cecil Road School

**Friends of Cecil Road Committee
Registration of Interest Form 2018/19**

I wish to put myself forward for one of the following positions:

- Chair Vice-Chair Secretary
 Treasurer Member

Your Name:

Childs Name

Class

You will be given a nomination form to complete this process once you have initially registered your interest.

I would like more information about joining Friends of Cecil Road before I make my decision:

Your Name

Child:

Class:

Thank you!

Friends of Cecil Road



Refreshments will be served at the meeting.