



ANNUAL GENERAL MEETING

Roles available:

Chair

Vice Chair

Disco organiser

**Food & beverage
manager**

Secretary

Treasurer

FRIDAY 26 OCTOBER

9AM IN RIVERBANK

REFRESHMENTS AVAILABLE

ALL PARENTS WELCOME

Why Volunteer?

**Be a role
model**

**Make a
difference**

**Use your
talents**

**Help your
child
achieve**

**Raise
funds**

**Get to know
other
parents**

Nobody can do everything, but everyone can do something.

Launde Parents' Group 2018/2019

Launde Parents Group is a registered charity (1028985) which runs events and activities to raise funds for our children at Launde Primary School. It also provides a link between parents, carers, children and staff at school.

All parents of children at Launde Primary School are members of the Launde Parents' Group and we look forward to seeing you at forthcoming parents' group meetings and events.

The Annual General Meeting is taking place on:

Friday 26 October 2018 at 9am in Riverbank.

The Parents' Group committee will be elected at this meeting. The roles available are:

Chair, Vice chair, secretary, treasurer, disco organiser, food & beverage manager.

- **Chair:** The Chair leads the meetings and manages the general running of the association. It is the Chair's role to organise co-ordinators for each event that is run by the group. They also liaise with the Headteachers over funding requests and in organising the date and venue for each meeting and event.
- **Vice Chair:** The Vice Chair's role is to support the Chair.
- **Secretary:** The role of the Secretary is to attend meetings, record the minutes and then circulate the minutes to all committee members. They will also be responsible for producing posters and leaflets to publicise events, writing letters on behalf of the group and managing the social media accounts.
- **Treasurer:** The Treasurer produces the financial reports for the committee as well as the trustees. Launde Parents' Group is a registered charity and has trustees who oversee its operation and financial activities. The Treasurer manages the bank accounts, the prize draw and all monies needed for and generated by the fundraising activities.
- **Disco organiser and food & beverage manager** will oversee and organise these events with the support of other committee members and volunteers. Such events currently run twice a year.

To volunteer for one of these roles, please complete the form below and return it to the office by 9am Wednesday 24 October. You will need to attend the AGM for the voting process.

If you require more information about these roles, then please contact our current Vice Chair Rita on: 07956 887749. You can also contact us via email: parentsgroup@launde.leics.sch.uk, or drop a note in at the school office.

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Launde Parents' Group – AGM reply slip

I would like to volunteer for the role of:.....

My Name:.....

My Email address:.....

My contact telephone number:.....

My child's name & class:.....