



# AGM – Thursday 27 September 2018 7pm at the Junior School

Overdale PA supports both the Infant and Junior schools, organising social and fundraising events.

The PA’s committee for 2018/19 will be elected at the AGM on Thursday 27 September and the committee posts are:

**Chair**  
**Vice Chair**  
**Treasurer**

**General Secretary**  
**Meetings Secretary**  
**Fête Manager**  
**Match Funding Co-ordinator**

To volunteer for one of these committee posts please complete the form below and return it to the school office by **Monday 24 September** – you’ll also need to attend the AGM for the voting process.

More details about each committee post are overleaf, and if you’d like to discuss it further please contact Mel Parker, the current PA Chair, by email at [overdalepa@gmail.com](mailto:overdalepa@gmail.com)

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**OVERDALE PA – AGM REPLY SLIP**

I would like to volunteer for the committee post of: .....

My name: .....

My child’s name & class: .....

My email address: .....

**Please return to the school office by Monday 24 September**  
**Please note your above details will only be used for the purpose of the AGM.**



## Information about the PA Committee Posts

### Chair

The Chair leads the PA’s 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 PA. 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.

### Treasurer

The Treasurer produces the financial reports for the PA committee as well as the trustees: Overdale PA is a registered charity, and has trustees who oversee its operation and financial activities. The Treasurer manages the PA’s bank accounts, the prize draw and all monies needed for and generate by the fundraising activities.

### General Secretary

The General Secretary is responsible for producing posters and leaflets to publicise events, writing letters on behalf of the PA and managing the social media accounts.

### Meetings Secretary

The role of the Meetings Secretary is to attend PA meetings, record the minutes and then circulate the minutes to all PA committee members and those people on the PA’s email distribution list.

### Fête Manager

The annual summer Fête is the biggest fundraising event for the Infant and Junior schools. The Fête Manager is in charge of the PA’s Fête sub-committee and is responsible for co-ordinating the organisation and running of the Fête.

### Match Funding Co-ordinator

The role of the Match Funding Co-ordinator is to promote the match funding opportunities available from parents’ employers and to facilitate the process of applying for, and obtaining these funds.