

**Friends of Banovallum School  
(Parent Teacher Association)  
Registered Charity No. 1106121**

Dear Parents

Date: 4/11/19

**The Friends of Banovallum School Annual General Meeting (AGM)**

I hereby give notice of the AGM of the Friends of Banovallum School PTA, to be held on 26/11/2019. The meeting will commence at 6.00pm. We anticipate that the AGM should last approximately 45 minutes.

The Friends play a vital part in the school community and all parents, as members of the Friends, are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the students at our school.

The AGM is also an opportunity for you to elect the Friends Committee, to represent the association throughout the forthcoming academic year. Nominations should be sent in advance of the AGM, for existing committee members willing to stand for re-election and for anyone wishing to stand as an Officer or Ordinary Committee Member, for the first time. **The current Chair and Treasurer are not seeking re-election this year, so for FOBS to continue and thrive we desperately need more people to come forward.**

This letter is usually sent by the Chair but due to illness I as Treasurer am sending it. Although I won't be involved with Friends next year I am available and willing to support the new Treasurer. If you would like any further information about what is involved in being a Committee Member, please contact me by email or phone. My contact email address is: heather.walton3@gmail.com and my mobile number is: 07806 670590. As our Friends organisation is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination form, please read the Charity Commission publication 'The Essential Trustee – What you need to know'. A copy of the booklet can be found at: <http://www.smallcharities.org.uk/resources-commission-guides/>

Please return the slips below by 22/11/2019 at the latest, to the School. We look forward to seeing you on 26/11/2019 at 6pm in the School library.

Regards  
Heather Walton  
Treasurer



I/We shall/shall not be attending the AGM Evening on Thursday 26/11/2019

Signed ..... Print Name.....

**NOMINATION FOR OFFICER/MEMBER OF THE FOBS COMMITTEE**

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

Proposer ..... Secondor .....  
[please sign and print name] [please sign and print name]

I ..... agree to my nomination for the position of

Signed ..... Date .....