



ST CHAD'S CE VC PRIMARY SCHOOL

FRIENDS ASSOCIATION

Registered charity: 1023808

Notice of Annual General Meeting (AGM)



This letter follows official notice of the Annual General Meeting (which was served on the Friends of St Chad's Social media page on 3rd October). The AGM will be held on **Tuesday 2nd November 2021, from 3.45 – 4.30pm** at the school. Refreshments will be served. Everyone is most welcome!

The Friends Association plays a vital part in the school community and all parents, guardians, Governors and supporters of the school, as members of the Association are invited to attend the AGM. The purpose of the meeting is to review activities undertaken during the last school year (up to 31st August 2021) as well as it being an opportunity to celebrate successes and thank those who have supported us.

New members are particularly welcome so if you think you would like to be involved, please use the form below for nominations. You don't need any experience, just some time and enthusiasm to work for the school community, As well as the Officer roles we also need an army of people who may not be able to commit to full committee duties or meetings but are happy to be contacted when additional help is required – this is our Sub-Committee. Acceptance to this part of the team is automatic and you do not require proposal or election. Please come along, bring a friend and see what the Friends do!

You may nominate yourself for **any** of the positions and if you would like more information about the specific roles, please leave your details with the office and someone will be in touch.

As we are a registered charity, all committee members automatically become Trustees of the Charity and relevant information can be found online using the address below:

http://www.charity-commission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx

Nomination forms must be returned to the school office in advance of the AGM and the closing date for all nomination slips is **Monday 1st November 2021, 3.30pm**.

Kind regards

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NOMINATION FOR OFFICER/MEMBER OF THE FRIENDS ASSOCIATION

Name of Nominee:	
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Position: (please circle one position)

Chairperson	Vice-Chairperson	Secretary
Treasurer	Ordinary Committee Member	Sub-Committee Member

Proposed by:	
Seconded by:	

I, _____ (name of nominee), agree to being nominated for the above position. I agree to fulfil the obligations of the role and have read 'The Essential Trustee' publication.

Signed..... Date.....2021