1 March 2018

Dear Parents and Carers

**Help needed – PTA Treasurer and Vice-Chairperson required**

Thank you to everyone who has supported the PTA so far this year. The Quiz Night and Autumn Sports Morning were once again a great success with our best ticket sales for the increasingly popular Quiz Night reaching a record high. So thank you so much for your continued and growing support. Please keep it up.

We have our AGM coming up on Monday 26 March and we urgently need to recruit and appoint a new Treasurer and either a Vice Chairperson or Social Secretary which are **essential** positions if the PTA is to retain its charitable status. Here is a summary of duties for each role:

**Treasurer**

- Maintain all financial records for the PTA relating to their fund raising
- Completion and submission of annual accounts
- Banking
- Supplying cash floats for functions
- Financial updates to Committee at each meeting
- Attend AGM (essential)
- Attend Committee meetings regularly (up to 8 a year)

**Vice Chairperson**

- Deputise for Chair when required
- Oversee and support fundraising events where possible
- Manage agreed fundraising events/activities – One to two a year
- Banking when required
- Organising floats for events when required
- Attend AGM (essential)
- Attend Committee meetings regularly (up to 8 a year)

**Social Secretary**

- Co-ordinate the promotion of events with School
- Co-ordinate volunteers for events
- Co-ordinate with Facilities at School in relation to set–up and close down of events
- Support the Chair of the PTA to deliver successful fundraising events
- Attend AGM (essential)
- Attend Committee meetings regularly (up to 8 a year)
I would therefore urge you to consider volunteering to join the PTA in one of these positions to ensure the PTA survives and continues to raise much needed funds for our children. Over the past two years we have raised an amazing £25,000 thanks to your support at our various events and this was allocated to the desperately needed refurbishment of the Music block. We are now focussing our time on raising funds to help equip the new build. As you are aware this will have a wonderful impact on all our children. It is a truly exciting time for us all as we see the School evolve and introduce this wonderful new environment for the students to all enjoy.

I have been the Chair of the PTA, for the past two years and an active member of the PTA since my daughter joined - she is now in Year 10! As a parent of a student that joined Rickmansworth School knowing nobody, as she was the only student from her Primary School, I have had the privilege of making friends with many wonderful people. I have also increased my knowledge of the School, a great deal of value to my daughter’s School life and on top of it all I still work full time in a very demanding job. At the heart of this I am just a parent who wants the best for their child and joining the PTA – which I can assure you is far less time consuming than joining the PTA’s of Primary Schools – has helped me achieve this without suffocating my own daughter’s desire to be independent. So please really think about this and join our growing community of volunteers; we are a fun and easy going bunch of parents that really work well as a team. As you can see none of the positions we urgently need to fill are particularly demanding from a skills point of view, nor are they particularly time consuming; plus you will receive all the help and support you need to successfully complete the role.

The PTA meets approximately 8 times a year to plan and arrange various School events and the School Uniform Shop. If these roles are not appealing to you then why not consider joining several of our volunteers who just step up on the day to support one or two of our various events. We really do need your help and expertise, from running a tombola, organising a grand draw or cooking bacon sandwiches. Just make contact with us and add your name to our list.

I cannot reinforce this message any stronger - these positions really are not time consuming but make such a difference to the effective running of the PTA. I sincerely hope that you can consider your availability to take on one of these roles and please do not hesitate to contact me if you would like more details.

I hope to hear from you; my contact details are below. Please do not think that someone else will respond - take action yourself, now.

Many thanks.

Yours sincerely

Mrs Danae Green
PTA Chair
danaegreen@outlook.com
07763 727027