24 May 2018

Dear Parents and Carers

PTA Treasurer Vacancy

I am writing to you to request your help. The PTA committee has a vacancy that needs to be filled quickly. If you are someone with a passion for making a difference to our children’s School life please make contact with me as soon as possible!

Vacancy - Treasurer

Responsibilities include:

• Attending on average six PTA meetings a year
• Keeping accurate and up to date accounting records
• Tracking the success of our events
• Completing and submitting our annual accounts
• Banking when needed

If this is something you feel you could commit to, or would like to have a discussion about, please give me a call on 07763 727027 or email me at danaegreen@outlook.com.

Yours sincerely

Mrs D Green
Chair of Rickmansworth School PTA