



Annual General Meeting

22nd June 2018 9am

Dear Parents and Carers,

Windhill School Association are holding an AGM to elect the Officers and Committee for the Association. Having a School Association is very important and can help our school in so many ways, from providing funding for much needed resources (recently we have paid for Dictionaries and we are currently fundraising towards new windows), to putting on fabulous events to bring the whole school community together. To enable the Association to continue we need to hold a vote to agree who manages it on behalf of you, its members.

The AGM will be held at school in the staffroom on Friday 22nd June 2018 at 9am, before the school Sports Day. The agenda will include the Chair and Treasurers end of year report and then the election of officers. To be quorate (allow us to formally accept the vote as valid or part of our constitution) we will require double the number of officer positions to voters. Therefore the more people who can make this meeting, the more likely it is that we can continue with the Association.

There is a nomination form included with this letter. If you are interested in nominating yourself for one of the officer position, you need to complete and return it to the school office or email your nomination to wsa@windhill.herts.sch.uk. You do not need to nominate for the committee member positions.

Information about Parent Associations:

A committee is a team of volunteers who are elected at the association's Annual General Meeting (AGM) to manage the association on behalf of the members. There are two types of committee member, Officer and Ordinary (or Other) member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. All committee members have equal voting rights. If you feel you want to help, but do not want to commit to being a member, why not sign up to our volunteer bank? You would not need to come to all the meetings, but may be available to help for events and activities that the association organise. For more information regarding the officer roles go to <https://www.parentkind.org.uk/Info-sheets/Committee-Roles-and-Responsibilities>. You will need to register to access this information and our membership number is 20501. Or ask at the school office for some print outs.

We hope that you are able to come to the meeting and thank you all for your continued support. We look forward to seeing you at our upcoming events.

Yours sincerely

Your WSA Team