



# KILMAINE PRIMARY SCHOOL PTA

*Everyone Counts*

25th November 2019

## **PTA Extraordinary General Meeting (EGM): Tues 17<sup>th</sup> December 2019 at 5.00 pm**

Dear Parents, Teachers and PTA Members,

We would like to give notice of the PTA EGM to be held on Tuesday 17<sup>th</sup> December 2019 at 5.00 pm in the School Hall.

This EGM has been called to enable the PTA to register as a charity with the Charity Commission of Northern Ireland. This is a legal requirement with a number of benefits, including the ability for the PTA to claim gift aid on donations that, in turn, means more funds for the school.

**This is your opportunity to comment on the constitution document that is to be put forward for registration.**

A copy of this is available to read at reception (please do not remove).

**The EGM is also an opportunity for you to join the PTA committee.** Nominations should be sent in advance of the EGM for anyone wishing to stand for the first time. These can be handed into the school office in an envelope marked for the attention of the PTA. **Please return as soon as possible, or by 5<sup>th</sup> December 2019.** **Nomination slips are attached to this letter.**

Existing committee members wishing to stand for re-election do not have to be nominated again but should inform the PTA of their intention to stay in their role.

**Once our PTA 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 (CC3)'*. A copy of the booklet can be found on the Charity Commission website.

We look forward to seeing you on the 17<sup>th</sup> December.

Kind Regards,

***The PTA committee members***



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

**Nominee** .....

For position of: Chair/Secretary/Treasurer/Other Officer/Ordinary Committee Member **[Circle one]**

**Nominated by** ..... **Seconded by** .....

[Please sign and print name]

[Please sign and print name]

I ..... (nominee name) agree to my nomination for the position of

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