

# AGM

Annual General Meeting

## ST JOE'S PTFA

### WHEN

**Thursday 13 September  
18:00 – 19:00**

### WHERE

**St Joseph's School  
Teachers' Lounge**

**Current Committee Members: Chair Eva Coustumer,  
Secretary Emma Massey, Treasurers Annette Clarke &  
Francesca Wood**

**[PTFA@STJOSEPHSLICHFIELD.ORG.UK](mailto:PTFA@STJOSEPHSLICHFIELD.ORG.UK)  
FACEBOOK: ST JOSEPH'S LICHFIELD PTFA**

### OBJECTIVES

- **Select a new PTFA Committee**
- **Discuss achievements in 2016/17**
- **Ratify fundraising plan for 2017/18**

### ROLES

**Chair/Co-Chair:**

**Leadership & direction of the PTFA**

**Treasurer: Manage & control the funds raised & how to spend them**

**Secretary: Minute meetings, PTFA documentation**

**Member: Support events**

**Class reps: Pass on information from the PTFA to other parents in their child's class**

### PLEDGES

**We pledge to support fundraising & social activities for our school by:**

- **Donating raffle prizes**
- **Giving time before/ during/ after events**
- **Supporting our children in fundraising activities**
- **Baking/buying cakes, muffins & biscuits**
- **Organising events**