



Friends of The Crescent PTA
The Crescent Primary School
Toynbee Road
Eastleigh
Hampshire
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Fotc.contact@gmail.com



FOTCfriendsofthecrescentPTA



FOTC_PTA

Registered Charity: 1092965

Chairperson: Amanda-Jane Wallis

Secretary: Samantha Churchill

Treasurer: Nick Whitmore

Dear Parents and Carers

We invite you all to our **Friends of The Crescent PTA Annual General Meeting** for 2023/2024 on **Wednesday 13th November at 7pm**. Refreshments will be provided.

We anticipate the AGM will take no more than 30 minutes and this will be followed by our normal, monthly committee meeting which everyone is welcome to stay & attend. Our committee meetings last one hour maximum.

We hope to welcome lots of you to the PTA AGM to share what we have been up to over the last academic year and our plans going forward. We are currently mid-way through planning a very exciting Crescent Christmas Market for the Crescent community to enjoy. Please do come along if you would just like to learn more about what the Friends of the Crescent do or if you would like to get involved.

If there is a specific topic you would like raised at the AGM, this must be submitted in writing to fotc.contact@gmail.com, no later than midnight on Wednesday 6th November.

During the AGM we will be electing the following officer roles as well as FOTC committee members.

Chairperson: Amanda-Jane Wallis – standing for re-election

Treasurer: Nick Whitmore – standing for re-election

Secretary: Samantha Churchill - standing for re-election

This year we are electing 2 additional roles of **Vice Chairperson & Correspondence Secretary**. Further details on these roles are at the end of this letter.

If you wish to be considered for election for any of the roles above (new or existing), or to join the FOTC committee, you will need to put this in writing to fotc.contact@gmail.com by midnight on Wednesday 6th November. You will need to provide the name and email address of 2 people from The Crescent community (parents, carers, teachers etc) who are prepared to propose you and second you to stand for election. If more than one person stands for a role there will be a vote during the AGM to determine who is duly elected.

If you do not wish to commit to a role or be on the committee, we would still value your support, please speak to a member of FOTC or contact us on fotc.contact@gmail.com to register your interest, or just come along to the AGM and say hello.

Yours faithfully,

The Friends of The Crescent PTA Committee

"No one can do everything, but everyone can do something" – Max Lucado

Appendix: New Roles

Vice Chairperson

The Vice Chairperson supports the Chairperson in running FOTC. Responsibilities include assisting with organizing meetings, coordinating with volunteers, and helping manage FOTC administration. The Vice Chairperson also steps in to lead meetings and represent FOTC in the Chairperson's absence. The ideal person would be a confident communicator, who brings enthusiasm to the role for fundraising and providing memorable experiences for our Children at The Crescent.

Correspondence Secretary

The Correspondence Secretary manages all official communications on behalf of the PTA. Key responsibilities include managing the FOTC email mailbox and social media communications. This role will also involve handling communication between parents, teachers, and the community, ensuring that information is shared in a timely and clear manner. Strong writing, organizational, and communication skills are required. Previous experience of Google Mail and Microsoft Word is desirable.