



Friends of Rainow School

Tuesday 22nd September 2020

Annual General Meeting Notice

As you will be aware due to the current restrictions in place due to Covid-19 we are unable to hold our Annual General Meeting in the usual way. Therefore, to ensure everyone's safety, to remain inline with our constitution and with the agreement of the current FRS Committee and President (Mr Norris) we have arranged to hold this meeting via Zoom on Tuesday 13th October 2020 starting at 7pm.

Everyone is welcome to attend the AGM and it's a great opportunity to learn more about the FRS and get involved. If you would like to attend please email Rainow05@gmail.com registering your interest by Sunday 11th October 2020 at 7pm and we will ensure a response is sent on Monday 12th October with the required link.

Ahead of this meeting and due to its unusual nature, I wanted to ensure you are all aware of its purpose and how you can get involved.

The main purposes of an AGM are to present for approval our independently examined accounts for the previous year, elect our committee members and appoint our financial examiner for the following year.

To ensure a fair election of committee members and as per our constitution the following roles require election at our AGM;

1. Chairperson
2. Vice-Chairperson
3. Treasurer
4. Secretary
5. General Members

If wish to put yourself forward for any position, please complete the attached form with your proposer and seconder and return this to us. Can we politely request all forms are returned by Monday 12th October at 12noon to support the administration of the AGM, although nominations can be accepted up until the start of the AGM.

Where there is only one individual for the position this person will be deemed elected at the AGM and where there is more than one then we will take a vote at the AGM and a simple majority will be determined.

We look forward to continuing to support our amazing school and community.

Best Wishes

Alison

Alison Poyser
Chairperson on behalf of all FRS Committee



Friends of Rainow School

Election of FRS Committee Members

Name:

Telephone Number:

Child(ren) Name and Class:

I would like to be considered for the FRS Committee in the role of;

☐ **Chairperson**

The role involves planning and effectively running all committee meetings according to the constitution, to provide leadership and direction to the committee, ensure all activities are conducted inline with the constitution, to provide support to committee members and to ensure all actions agreed are followed through and completed by the committee. If you would like to know more about the role contact Alison Poyser on 07506 702182 or alison.poyser@gmail.com.

☐ **Vice Chairperson**

The role involves standing in for the Chairperson where required and supporting with actions within and following meetings and to support the Chairperson with all actions detailed above. If you would like to know more about the role contact Rachel Gabbott on 07786 001336 or gabbottr@gmail.com.

☐ **Treasurer**

The role involves recording and monitoring all financial transactions, preparing end of year accounts, providing an assessment of finances at FRS meetings and counting and banking takings after events. If you would like to know more about the role contact Kelly Buckley on 07787150946 or kelly20jh@yahoo.com.

☐ **Secretary**

The role involves updating the charities commission, organising licensing, undertaking risk assessments, taking and sharing agendas and minutes from our AGM and Committee Meetings. If you would like to know more about the role contact Chloe Wallace on 07817 611457 or chloebirch1986@yahoo.co.uk.

☐ **General Member**

General Members support the Officers at meetings and as part of sub committees to organise, set up and run events. The role involves being creative, dependent and can offer a couple of hours of time a month.

Proposed by

Name:

Child (ren) Name and Class:

Telephone Number:

Seconded by

Name:

Child (ren) Name and Class:

Telephone Number:

Please return your completed form to Rainow05@gmail.com by Monday 12th October at 12 noon.