



Sussex Road School, Tonbridge, Kent TN9 2TP

Charity No. 286958

Monday 11th September 2023

Dear Parents/Carers,

I would like to invite you to the Sussex Road School Association (SRSA) AGM on **Thursday 21st September at 7pm** in the Old Hall at Sussex Road School. The SRSA plays a vital part in the school community and the AGM is your chance to hear how the funds you have helped raise have been used for the benefit of the children at our school and discuss plans for the coming year.

At this meeting, a new SRSA Committee will be elected, and **we are inviting nominations for the following posts:**

- **Chair:** The Chair's main responsibilities include running all SRSA meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.
- **Vice-Chair:** The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair, particularly to progress broader SRSA initiatives.
- **Secretary:** The Secretary's roles are minute taking at meetings, writing the annual report with the chair and general administration support.
- **Treasurer:** The Treasurer is responsible for coordinating and recording all SRSA monies including float provision, banking monies, online banking (and bank transfers) and producing regular simple accounts.
- **Members:** A further 12 members who take an active role on the committee, including attending meetings, helping at events and coming up with fundraising ideas

If you're interested in putting your name forward, please fill in the form below and email it to srsasussexroad@gmail.com. Deadline for applications is **12pm Tuesday 19th September 2022**.

If you would like to become more involved with the SRSA but do not have the time to become a committee member, why not become a Friend of the SRSA? We will keep you informed of meetings, events and seek your support when needed. If this is something of interest, come along to the AGM to sign up or complete the attached form and email srsasussexroad@gmail.com.

Kind regards

Karen Morgan – Current SRSA Chair

NOMINATION FOR OFFICE/MEMBER OF THE SRSA COMMITTEE

I,

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wish to take up the position of: Chair Vice-Chair Secretary Treasurer Member

Telephone.....email.....

Proposer: Signed.....

(please print).....

Seconder: Signed.....

(please print).....

FRIEND OF THE SRSA

I,.....

Would like to become a Friend of the SRSA

E-mail address.....

Home address.....

Telephone number.....

How your Data is used

Friend

If you are a friend of the SRSA the committee will hold your name and email address electronically on personal computers and in our shared file. We use it to email you minutes, information and requests for help. Your email address might also be shared via email (in the to and cc fields) within a working group of other SRSA friends and committee members so that we can liaise to organise events. We hold the data while you are a friend of the SRSA. You need to let us know if you would like to leave.

Committee

If you are a committee member we hold your name, email address, telephone number and postal address electronically on personal computers and in our shared file. We use it to email you minutes, information and requests for help. Your email address might also be shared via email (in the to and cc fields) within a working group of other SRSA friends and committee members so that we can liaise to organise events. We share some information with the Charity Commission on a yearly basis but will tell you when we do this. We hold the data while you are a committee member of the SRSA. You need to let us know if you would like to leave, this is usually done at the annual AGM.