



15<sup>th</sup> September 2017

Dear Parents and Carers

### Helping Hands Annual General Meeting (AGM)

This letter is to inform you of the Annual General Meeting (AGM) for Helping Hands, Garfield Primary School Friends Association.

**Date:** Friday 13<sup>th</sup> October

**Time:** 10.00am to 10:30am

**Where:** Community Room (by the office)

All parents and carers, as automatic members of Helping Hands, are invited to attend the AGM. This is your chance to find out how the funds you help to raise are used for the benefit of the children at our school. Young children are welcome.

The AGM is also an opportunity for you to elect the Helping Hands Committee, to represent the association throughout this academic year. We currently have a small formal committee made up of a Chair and Treasurer. This year we will be formally adding the role of Secretary to increase the committee. Please remember that whilst the official committee is only small, there are many others involved in making decisions and actively involved in working with the school.

If you would like to become the Chair, Treasurer or Secretary, please send the form below to the school office by **Wednesday 11<sup>th</sup> October**. You will need 2 other parents or carers to propose and second your nomination. If you would like any further information about what is involved in being the Chair, Treasurer or Secretary, or help filling out the form below, please contact Hannah Cresswell via the school office.

Regards

Hannah Cresswell  
Chair, Helping Hands

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### NOMINATION FOR MEMBER OF THE HELPING HANDS COMMITTEE

I ..... agree to my nomination for the position of  
Chair / Treasurer / Secretary (please circle)

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

Proposer ..... Seconded by .....

(please sign and print name)