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Dear Parents/carers,

As you may know, Hardwicke Early Years is a committee-run, non-profit charity setting. This means that at all times, our setting must operate with a 4 member core committee; this is a basic but nonetheless lawful requirement.

The current committee is made up of parents whose children have left the setting to go up to reception and beyond. As such, we are looking for parents, grandparents, carers and anyone you know who may be interested in contributing to the management and development of our Setting.

We value the ideas and input of our committee and it is absolutely essential that we continue to welcome new parents/carers and the wider community into this management committee to ensure that the setting can continue to operate. We are excited to be able to offer the opportunity for new members to join the committee at the AGM on Friday 30th September 2022.

Here are some of the roles that we have in the committee:

Chair – works closely with the manager to ensure all aspects of the setting run efficiently and effectively.

Vice Chair – to work in conjunction with the Chair.

Treasurer – to attend committee meetings and be updated on the setting’s finances by the manager.

Secretary – to organise and take minutes at committee meetings and distribute those minutes to the committee and staff.

Fundraisers – (not core-committee) to help to raise money for the setting by planning and helping to run events.

Joining the committee is a fantastic opportunity to meet new people and learn new skills, most of which are transferable. Training will be made available for anyone who wishes to undertake it.

It is also an opportunity to become part of and get to know the wider community and, if you have a child in the setting, it is immensely beneficial getting to know the Early Years Foundation Stages of their education and being involved in some aspects of their all-important journey through pre-school.

If you have any questions about becoming a committee member, please do not hesitate to talk to us.

We look forward to seeing you at the AGM on Friday 30th September at 7 p.m. in the lounge/meeting room at Hardwicke British Legion.

Yours sincerely,

Hardwicke Early Years Committee

Laurie, Anna, Laura, Steph and Charlotte