**Re: [insert school name] Board Nominations**

Dear Parents / Caregivers,

The Annual General Meeting of the [insert school name] Board will be held on [insert date] in the [insert school name] Library. This is an opportunity to hear about the work of the Board and also a time to elect parent representatives.

There are four vacancies, for a two year period, due to members reaching the end of their tenure or resigning. On behalf of the [insert school name] community I would like to thank [insert name/s] for their support and commitment to [insert school name]. Board members who are at the end of their period of tenure may renominate.

I would also invite you to think about nominating someone you believe would make a valuable contribution to the work of the Board or to consider nominating yourself. I have attached an extract from the School Board Manual which details the role and responsibilities and I would be happy for you to contact me if you wish clarification or additional information.

At this year’s meeting there will be reports from the Chair of the Board, [insert name], Chair of the Finance Committee, [insert name] and Principal; [insert name].

Light refreshments will be provided at the conclusion of the meeting. To assist with our planning, would you return the reply slip to the [insert school name] Reception marked Attention: [insert name and rsvp date]

I hope you will consider nominations for the Board and look forward to see you on [insert date and time] in the [insert school name] Library.

Yours sincerely

[insert name]  
Principal