

# Friends of Beaford School Committee Roles

## Secretary

### Job function

The Secretary is a key Committee Member as they are responsible for ensuring effective communication links between the Friends of Beaford School and the school.

The Secretary deals with all the correspondence received and helps ensure that committee meetings run smoothly.

As well as dealing with correspondence, following a committee meeting, the Secretary may need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help prepare the annual report. The Secretary may also be involved in co-signing cheques.

### Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough Committee Members are present to make the meeting quorate
- Sign cheques as required
- To prepare with the Treasurer the annual report for the Annual General Meeting.
- Preparation and distribution of newsletters and other communications to parents as required
- Sign the approved minutes of the last meeting
- Set the agenda for meetings alongside Committee Members
- Help run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- Agree a date for the next meeting
- To help draw up annual event programme in alongside all other Committee Members

## Treasurer / Communications Officer

### Job function

To maintain up-to-date records of all financial transactions & to communicate and promote the work of the Friends of Beaford School

### Main duties:

- Work closely with the school office to circulate information to parents via email, website or text alerts
- Publicising events and fundraising initiatives,
- Ensuring posters are displayed around the school in good time alongside other Committee Members
- Preparation of publicity flyers, posters, tickets, etc. for events as required
- To draw up annual event programme in alongside all other Committee Members
- Preparation and distribution of newsletters and other communications to parents as required
- Set the agenda for meetings alongside Committee Members
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- Day-to-day management of accounts, including issuing bills and receipts and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.
- Help run meetings in an efficient and timely manner ensuring that everyone is able to contribute
- To prepare with the Secretary the annual report for the Annual General Meeting.

## Committee Members/Volunteers

Committee Members work alongside the Officers.

### Main duties:

- Attends meetings
- Gets involved in planning, owning and running events / projects
- Encourages participation and enthusiasm for the events organized
- Preparation of publicity flyers, posters, tickets, etc. for events as required

- Help ensuring posters are displayed around the school in good time alongside other Committee Members
  - Help to draw up annual event programme in alongside all other Committee Members
  - Help to prepare and distribute newsletters and other communications to parents as required
  - Help set the agenda for meetings alongside Committee Members
  - Help run meetings in an efficient and timely manner ensuring that everyone is able to contribute
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- We want representation across all year groups. New parents to the school will be warmly welcomed.