

**Lyons Hall School Friends Association**  
**Registered Charity No. 1087305**  
**Friends@lyonshall.org.uk**



Date: 14 September 2020

Dear Parents,

### **Lyons Hall School Friends Association – Annual General Meeting (AGM)**

We would like to give notice of the AGM of the Lyons Hall Friends Association, to be held on **7 October 2020**. The meeting will start at **7.30 pm**, and will be held via Zoom, given the current restrictions on gatherings for more than six people.

The Friends Association plays a vital part in the school community and all parents, as members of the Friends Association are invited to support the AGM. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children/students at our school.

The AGM is also an opportunity for you to elect the Friends Association Committee, who will represent the Association throughout the forthcoming year. Nominations need to be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member for the first time. Nominees will need to be nominated by one member and seconded by another member, all of whose details should be included on the nomination.

Details of the Officer and Committee Member roles can be found overleaf. If you would like any further information about being a Committee Member, please email the Friends Association via their email address.

As our Association is a registered charity, all committee members automatically become Trustees of the Charity. Before submitting your nomination, please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*'. A copy of the booklet can be found on the Charity Commission website. <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Please email the Friends Association to confirm your attendance at the AGM, so that you can be provided with the Zoom meeting code, password and agenda in advance of the meeting.

If you wish to put forward a nomination to be an Officer or Ordinary Committee Member, please email the Friends Association with the full details of the nominee, and the name and contact details of your proposer and seconder, and the position you wish to be nominated for – Chair, Secretary, Treasurer or Ordinary Committee Member.

We look forward to seeing you on 7 October 2020.

Kind Regards,

**Lyons Hall School Friends Association**

## **COMMITTEE ROLES AND RESPONSIBILITIES**

### **The Committee**

The committee is a team of volunteers who are elected at the Association's Annual General Meeting (AGM) to manage the Association on behalf of the members. There are two types of committee member, Officer and Ordinary member. Officers have specific roles such as Chair, Treasurer or Secretary. Ordinary Committee Members play a vital role working alongside and supporting the Officers. At committee meetings, all committee members have equal voting rights when decisions are taken, with the exception of the Chair, who has an additional casting vote, should this be needed.

### **The Chair**

- Provides leadership to the Association
- Is the main point of contact for the Friends for the School and liaises with the school and requests a 'wish list' for the committee to agree what to fund
- Drives planning and fundraising activities and delegates tasks to other members and volunteers, and checks they are completed
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution
- The Chair cannot make decisions alone - all decisions are made by the committee as a whole.

### **Secretary**

The Secretary supports the Chair to build effective communication links between the school and the Association and maintains accurate records.

- Takes minutes at meetings, recording attendance, action points, decisions and proposals and circulates approved minutes, along with a reminder of any actions agreed
- Maintains association records and makes sure that the Association is GDPR compliant
- Updates trustee details with Charity Commission (as appropriate)
- Handles written and email correspondence received for the Association

### **Treasurer - Main purpose of the role**

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. They should keep the committee updated with regular reports, and ensure end of year reports are completed for the Association's AGM and the Charity Commission annual return.

### **Additional Support**

In addition to the elected committee, it is valuable to have a list of volunteers/helpers, who are willing to support the work of the committee. Volunteers could attend committee meetings but they would not have a vote; only elected committee members. Being a nominated PTA volunteer can be a gentle introduction to the committee and such volunteers may well go on to being a fully elected committee member with full voting rights.