



Committee Roles & Responsibilities

Chairperson

- Provide leadership; ensure committee fulfils its role in respect of governance of the association
- Sign the approved minutes of the last meeting
- Set the agenda for meetings, liaising with the Secretary
- Call the meeting to order when it is time
- Ask for apologies for absence
- Ensure the agenda is followed and that all business is covered
- Agree a date for the next meeting
- Close the meeting
- Write the annual report, liaising with the Secretary
- Welcome and involve new members
- Get to know the committee members
- Ensure correct location of stock and/or stored items in the container (school field)

Secretary

- Deal with correspondence
- Make meeting and event arrangements
- Call meetings – give plenty of notice
- Prepare agendas
- Keep a record of attendance at meetings
- Ensure that enough committee members are present to make the meeting quorate (this number is defined in the constitution)
- Take notes during meetings
- Distribute the minutes to all members of the committee
- Write up the minutes of meetings
- Write the annual report with the chair
- Ensure correct location of stock and/or stored items in the container (school field)

Don't forget you can help raise money for St Edward's First School by doing your online shopping through www.easyfundraising.org.uk. Simply go to www.easyfundraising.org.uk, register your details (choosing St Edward's Catholic First School, Windsor as your charity) and start shopping!



Treasurer

- Maintain accurate and detailed financial records
- Prepare and co-sign cheques as required
- Present a financial report at each meeting
- Provide and account for cash floats at events
- Liaise with the bank
- Liaise with Charity Commission and complete annual return online
- Liaise with School Admin and make approved payments to school
- Pay agreed expenses in a timely manner
- Consult with the bank (HSBC) regarding the availability of higher rate interest accounts
- Prepare annual accounts and liaise with the independent examiner of accounts (only if revenue is more than £10,000)
- Count the bank money in a timely manner
- Ensure the committee has agreed appropriate procedures for the handling of financial matters
- Ensure correct location of stock and/or stored items in the container (school field)

Class Representatives

- Identify all parents and carers in your class
- Agree how they would like to be informed of upcoming events – maybe by word of mouth, school newsletters, Friends' newsletters or e-mail
- Be mindful of GDPR regulations – everyone needs to agree on how they would like to receive information and Class Representatives need to acknowledge and adhere to these agreements
- There is no financial gain as a class representative – the information about members must not be used for any purpose other than to provide information for Friends activities and events
- Identify those who would like to become involved in particular events and encourage others to participate
- Actively seek out feedback following events and pass on to the committee to help with future event planning
- Liaise with committee members and feedback ideas and suggestions received
- Communicate key events and activities within your class
- Most of all encourage parents/carers and children to come along and support the Friends' activities – all children at the school benefit from money raised

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