



## **The Friends of The Elmgreen School**

The Friends of The Elmgreen School is open to all staff, parents and carers of children at the School. The Friends' role is to bring the school community together through social events, meetings and fund-raising initiatives. Other people can join the Friends, subject to approval by the committee.

Please let us know your ideas on the events you'd like to see happening at the school. If you'd like to be more involved please let us have your contact details. All support is very welcome – whether you'd like to take on an active role organising events and fund-raising or whether you'd prefer to just help out when you can.

The Friends have adopted a formal constitution - a copy of which can be obtained from the web-site or by contacting the school office. The key responsibilities of members of the Friends' committee are set out below.

### **Description of committee roles**

#### **Chair**

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

Key responsibilities:

- Generally, provide leadership, get to know members of the committee, welcome and involve new members
- Committee meetings: :set the agenda for meetings, ask for apologies for absence, sign the approved minutes of the last meeting, follow the agenda and manage the meeting and call the meeting to order when appropriate, agree a date for the next meeting, close the meeting
- write the annual report in cooperation with the Secretary
- sign cheques for the Friends with one other committee member

#### **Secretary**

The Secretary is a key committee member as the secretary is responsible for

ensuring effective communication links between committee members and between the Friends and the school.

Key responsibilities:

- deal with correspondence and write the annual report with the Chair
- call meetings - give plenty of notice and make meeting & event arrangements
- prepare agendas, write up the minutes and distribute them to the committee
- keep a record of attendance at meetings and take notes during meetings
- ensure that the meeting is quorate (this number is defined in the constitution)
- co-sign cheques as required

### **Treasurer**

A key role for all committee members is **to manage and control the funds** the Friends raises. The Treasurer should **record all income and expenditure**. This can be a simple accounts book or a computerised system detailing

- the balance of funds
- committed expenditure
- income, expenditure and profit from each event held

The Treasurer should **report on the current financial position at each committee meeting**. At each Friends' event, two people should take charge of monies received and count the proceeds before they leave the event venue. Funds raised should not be kept at home. The Treasurer should also be involved in pursuing **charity registration** and **Gift Aid**.

Finally, before the AGM, the Accounts will be drawn up in collaboration with the Chair and either audited or independently examined as specified in the constitution.

Key responsibilities:

- maintain the financial records
- prepare and co-sign cheques as required
- report income & expenditure at meetings
- count and bank monies
- liaise with the bank
- charity registration and Gift Aid
- organise regular and other payments

- draw up the annual accounts

For more information about the roles please contact Sally Kitching, the Assistant Headteacher at school or the acting secretary Kate Scrase on 07976 356268