



COMMITTEE ROLES

The Friends of St Margaret's Committee is made up of the following roles

- Chair
- Vice-Chair
- Treasurer
- Secretary
- Communications Officer
- Engagement Officer

Plus honouree position for the Head Teacher of

- Patron (Advisory role – no voting rights or Trustee responsibilities)

All positions are held on a voluntary basis and each are a registered Trustee of the Charity.

The Committee meet on a regular basis with smaller working groups meeting as necessary when planning larger events.

OVERVIEW OF ROLE DUTIES

Chair

Duties include:

- *Coordinates and runs all meetings and prepares agenda (with Vice-Chair & Secretary).*
- *Oversees all Friends events, activities and fundraising projects, delegating tasks to Members and Volunteers as necessary.*
- *Point of contact with School and Head Teacher and requests 'Wish list', then creates overall targets with Committee for funding.*
- *Ensures Policies and Charity Paperwork is in order, up to date and filed with required bodies in a timely manner (in connection with Vice-Chair, Secretary & Treasurer).*
- *Ensures Committee and Trustees fulfil role in governance of association and is GDPR compliant.*
- *Writes the Annual Report (with Secretary).*
- *Any duties that arise from being a Trustee of the Friends Charity.*

Vice-Chair

Duties include:

- *Prepares agenda for all meetings with Chair.*
- *Steps in for Chair as necessary and generally works closely with chair to run association.*
- *Supports Chair with association planning, policy and paperwork, ensuring association is GDPR compliant.*
- *Assists Chair in writing Annual Report.*
- *Volunteer and Class Rep Coordinator, working closely with Engagement Officer.*
- *Takes a lead role in the planning of all Friends events, activities and fundraising projects.*
- *Any duties that arise from being a Trustee of the Friends Charity.*

Treasurer

Duties include:

- *Keeps up to date and accurate financial records and ensures best practice procedures are followed.*
- *Presents financial updates at each Committee and Members meetings and compiles end of year report for AGM.*
- *Arranges independent examination of accounts and completes the Charity Commission Annual Return.*
- *Manages the PTA bank account and arranges change of signatories as appropriate.*
- *Takes a role in the planning of Friends events, activities and fundraising projects focusing on the financial aspects.*
- *Makes approved payments for Grants, petty cash, association expenses and bills.*
- *Ensures association insurance policies and memberships are correct, up to date and paid.*
- *Any duties that arise from being a Trustee of the Friends Charity.*

Secretary

Duties include:

- *Prepares for all meetings with Chair.*
- *Takes minutes at meetings, records attendance, action points, decisions and proposals. Then circulates approved minutes and keeps on top of action points.*
- *Maintains association records and ensures association is GDPR compliant. Updates Charity Commission with Trustee details as appropriate.*
- *Assists Chair and Vice-Chair in writing Annual Report.*
- *Handles written and email correspondence, supported by Communications Officer with emails to parents.*
- *Any duties that arise from being a Trustee of the Friends Charity.*

Communications Officer

Duties include:

- *Compiling Termly Newsletter to parents & school staff.*
- *Co-ordinating with School to update Friends page on the School Website with Friends Documents and Information.*
- *Overseeing Friends Facebook page (Admin). Authorising new members, adding Friends related content, promoting Friends events, activities and fundraising projects, monitoring posted chats and threads.*
- *Supporting Secretary with emails to parents etc.*
- *Promotional posters for Friends events, activities and fundraising projects.*
- *Any duties that arise from being a Trustee of the Friends Charity.*

Engagement Officer

Duties include:

- *Promotion of Friends events, activities and fundraising projects within the school community.*
- *Working closely with Chair & Vice-Chair to plan and run events and fundraising projects.*
- *Support Vice-Chair with Volunteer and Class Reps coordination.*
- *Sit on Sub Committee for Second Hand Uniform.*
- *Any duties that arise from being a Trustee of the Friends Charity.*

If you have any questions please message the Committee via our **Facebook** page or email us at fosmdurham@outlook.com