

## Friends of Wychwood (FoW): Committee Officer and Form Rep roles defined

### CHAIR:

In general, the Chair provides leadership for the Committee, sets the agenda and manages meetings in line with the agenda. The Chair should remain impartial, and should ensure the Committee's decisions are implemented.

Key responsibilities are to:

- get to know Committee members
- welcome and involve new members
- provide leadership; ensure the Committee fulfils its role in respect of our constitution
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- sign the approved minutes of the previous meeting
- ask for apologies for absence
- call the meeting to order when it is time
- agree a date for the next meeting
- close the meeting
- be the second signatory on the bank account with the Treasurer
- write the annual report, liaising with the Secretary

### SECRETARY:

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the FoW and the school. S/he is the first port of call for parents wishing to become involved with the FoW and liaises with the Chair to welcome them.

Key responsibilities are to:

- call meetings - giving plenty of notice
- assist in the preparation of the agenda
- take notes during meetings and write up the Minutes, recording points of action and disagreements with the consensus
- distribute Minutes to all the Committee and ensure they are signed by the Chair
- keep a record of attendance at meetings
- ensure that enough Committee members are present to form a quorum as required in the constitution
- make meeting & event arrangements as agreed with the Chair
- deal with correspondence arising from these arrangements

### TREASURER:

A key responsibility for all Committee members is to manage and control the funds raised. Although all the Committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the Committee to discharge these duties.

The Treasurer should maintain a record of all income and expenditure. S/he is responsible for handling the money raised at events.

S/he should report on the current financial position at each committee meeting and ensure that this is in the Minutes.

If the Treasurer is unable to attend a committee meeting, a written report should be sent to the Chair. All financial decisions taken should be recorded in the Minutes.

The Treasurer operates the bank account, reconciles the bank statements and liaises with the bank regarding changes to the bank mandate and list of authorised signatories. The Treasurer should retain the cheque book and arrange for all payments to be authorised by a second signatory. The person co-signing must see what is being paid for before signing and, once processed, the original invoices should be kept by the Treasurer.

At each event, two people, the Treasurer and another committee member, should take charge of monies received and count the proceeds before they leave the event venue. Once both parties agree the total, it should be recorded.

Before the AGM, the Accounts will be drawn up in collaboration with the Chair and independently examined as per our constitution.

Key responsibilities are to:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- make approved payments
- pay agreed expenses
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- count and bank monies
- liaise with the bank
- prepare annual accounts
- check we are using the most appropriate bank account

**Form Reps:** provide the important link between the FoW committee and all other parents.

The main role is communicating with the year group parents about FoW matters, and Reps are asked to attend committee meetings, usually twice a term. Form Reps are generally involved in organising at least one FoW event over the year, and more if they would like. Form Reps usually take on this role for 2 years. Job shares are happily considered.