

## **Description of tasks and responsibilities of Executive Committee Roles**

### **Chair**

- To provide leadership and direction to the Executive Committee and Trustees and Ordinary Members of FOW.
- To ensure that the FOW complies at all times with its Constitution, charity law, Memorandum of Understanding, and with any other relevant legislation or regulations.
- To ensure that the FOW pursues and fulfills its objects as defined in its Constitution.
- To ensure that FOW applies its resources exclusively in pursuance of its charitable objects
- To work in partnership with all School Staff and to manage and develop the relationship between the Executive Committee, Trustees and Ordinary members of FOW and the School.
- To Chair and facilitate all FOW meetings, ensuring that these are carried out in accordance with the Constitution and the Code of Conduct. To ensure that all meetings are conducted in a professional, inclusive manner in order to facilitate impartiality and objectivity in decision-making. To act as final stage 'adjudicator' on decisions / discussions if and when the need arises.
- As Chair of meetings, to lead discussions and debates, ensuring that focus on key issues is maintained, and to provide guidance where necessary. To provide help and support and advice to fellow Committee Members and Trustees where appropriate.
- To safeguard the good name and reputation and values of FOW within the School Community by acting as the conscience and ethical guide of the Charity.
- To act as an informed point of contact for Teaching / Managerial Staff of the School in order to help facilitate positive relationships, and to maximise opportunities. To liaise with staff at all levels to foster a shared understanding of FOW aims and objectives.

### **Treasurer**

- To undertake and be responsible for all aspects of the financial administration of FOW PTA and to report to the Executive Committee, Trustees and Ordinary members at regular meetings on its Financial Position, in line with best practice and in compliance with its Constitution and legal requirements.

- To formally present the accounts at the Annual General Meeting, drawing attention to important points in a coherent and easily understandable way.
- To keep the Executive Committee and Trustees informed of their financial duties and responsibilities. To help ensure that the Charity expends its resources exclusively in line with its charitable objectives.
- To maintain accounting systems, processes and controls which are fit for purpose and which safeguard the resources of FOW. To ensure that financial systems are able to disclose the financial position of FOW with the highest degree of accuracy at all times.
- To contribute to any fundraising strategies of the charity.
- To liaise regularly with members of School staff and volunteers about financial matters, and the administration of these.
- To maintain petty cash floats, the bank account, and to manage payments to suppliers and volunteers, ensuring at all times that reconciliations are carried out and that proper accounting records are kept. To reconcile cash received (via Fundraising Events) to underlying records where appropriate, and to bank this in a timely manner.
- To serve as an Executive Committee member and to act in the best interests of FOW at all times, in the furtherance of its objects as defined by its Constitution. To be actively involved in the work of FOW and to accept a fair share of the responsibilities of committee work.

## **Secretary**

- To plan and prepare all Members' Meetings, Committee Meetings and the Annual General Meeting with others as appropriate.
- To plan meeting dates, book rooms, send out notifications, minutes, and other supporting papers where appropriate.
- To solicit agenda items from members, both Ordinary and Executive. In conjunction with the Chair, to agree and draw up meeting agendas, and to circulate these agendas in advance of meetings.
- In conjunction with the Chair, to ensure that all meetings are quorate, and are conducted procedurally in line with the Constitution, and, where appropriate, the Agreed Code of Conduct. To advise the Chair on any procedural issues, as appropriate.
- To maintain the details of the Executive Members and 'Ordinary' Trustees on the Charity Commissioner's Website.

- To minute all FOW meetings or ensure that another minute taker is available.
- To accurately record discussions, decisions taken and actions agreed in the minutes in order to ensure that a correct record of all meetings is kept. To agree draft minutes with the Chair and other members of the Executive Committee before circulating these.
- Where appropriate, to deal with correspondence, writing letters/emails as agreed at Committee Meetings. Where appropriate, to summarise details of any correspondence/emails received by FOW, and to draft replies on its behalf.
- To serve as an Executive Committee member and to act in the best interests of FOW at all times, in the furtherance of its objects as defined by its Constitution. To be actively involved in the work of FOW and to accept a fair share of the responsibilities of committee work.

## **Events Officer**

1. To help organize and promote the Annual FOW Events Programme to include, for example:
  - Targeted Fund Raising Events (e.g. sponsored skips, etc)
  - Parent and Child Social Evenings
  - Summer Fair
  - School Discos
  - Information Cafes
  - Cake Sales
2. To take a lead role in the organizing of specific fund raising events ensuring that all activities are planned and co-ordinated.
3. To help ensure in collaboration with other executive committee members that events complement, wherever possible, wider School objectives and that the range of these events helps ensure maximum engagement with parents, children and with the local community, where appropriate.
4. To engage the help and support of FOW volunteers to maximise wider participation in the planning and running of events.
5. To serve as an Executive Committee member and to act in the best interests of FOW PTA at all times, in the furtherance of its objects as defined by its Constitution. To be actively involved in the work of FOW PTA and to accept a fair share of the responsibilities of committee work.

## Publicity Officer

1. To produce an annual newsletter to keep the wider School and local community informed, where appropriate, of FOW business and activities.
2. To produce regular updates of FOW activities on the School website.
3. Where appropriate, to represent FOW at meetings of other School affiliated Groups and Committees to help maintain and raise the profile of the FOW PTA within the wider School Community.
4. Together with other Executive Committee members help promote the profile of FOW via Open evenings, etc., to raise knowledge and awareness, which in turn will help to stimulate maximum parental engagement and support in future activities.
5. To serve as an Executive Committee member and to act in the best interests of FOW PTA at all times, in the furtherance of its objects as defined by its Constitution. To be actively involved in the work of FOW PTA and to accept a fair share of the responsibilities of committee work.