



## **Overview of key Friends of Feoffment roles**

### **Role of the Chair**

To provide leadership for the committee and uphold the constitution of the Friends of Feoffment.

Main duties:

- Chair meetings of the Friends of Feoffment including committee meeting and Annual General Meeting.
- Ensure issues are properly debated and agreements are reached.
- Remain impartial and ensure all parties have an opportunity to participate in decision making.
- Work closely with the Secretary and Treasurer to ensure the Friends of Feoffment is run effectively.
- Ensure new members to the Committee feel welcome and their input is valued.

### **Role of the Secretary**

To ensure the smooth running of the Friends of Feoffment Committee Meetings and provide effective communication links between Committee members, and the Friends of Feoffment and the School.

Main duties:

- Organise all meetings of the Friends of Feoffment, including AGM.
- Draw up meeting agendas and circulate to Committee member prior to meetings.
- Take minutes at the meetings and AGM, type up and distribute to attendees.
- Write the annual report with the Chair.
- Establish diary dates and keep Friends of Feoffment committee members updated.
- Deal with all correspondence received by Friends of Feoffment.

### **Role of the Treasurer**

To maintain up-to-date records of all Friends of Feoffment financial transactions.

Main duties:

- Management of accounts, including issuing bills and receipts on behalf of the Friends of Feoffment and making payments.
- Complete all banking transactions and liaise with the bank.
- Organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised.
- Ensure regular payments are made e.g Insurance.
- Prepare and report financial statements at Friends of Feoffment Meetings.
- Prepare annual accounts for the Annual General Meeting.
- Responsible for Charity registration and Gift Aid.

### **Role of the Communications Officer**

To communicate and promote the work of the Friends of Feoffment.

Main duties:

- Act as primary point of contact between the school office and the Friends of Feoffment for communication.
- Work closely with the school office to circulate information to parents via email, website, or text alerts.
- Publicise Friends of Feoffment events and fundraising initiatives.
- Ensure posters are displayed around the school in good time.
- Ensure all information on Friends of Feoffment work is kept current and up to date e.g., website.
- Enthuse others about the activities of Friends of Feoffment.
- Work closely with the school office to ensure compliance with GDPR.

### **Role of Class/Year Representative**

Main duties:

- Liaise with other parents/carers in your assigned class/year and communicate the activities of Friends of Feoffment.
- Recruit volunteers from your class/year for Friends of Feoffment activities/events.
- Be point of contact for parents/carers in your class regarding Friends of Feoffment.
- Liaise with class/year teachers regarding Friends of Feoffment activity.
- Encourage parents/carers in your assigned class/year to join the Friends of Feoffment Committee.
- Attend Friends of Feoffment Committee meetings.