



Registered Charity No. 1140002

## FOB Roles

FoB is an inclusive place and we need you! All parents are members, and can volunteer for a variety of roles which are listed here. Our AGM is held at the end of September each year and that's when the elections will take place for these roles. The current Trustees will also present an update on the year's progress, and there will be a "Bring your own" world food event afterwards. Please do come and find out more about what FoB does and how you can be involved. Nearly all of the holders of the roles for the past year will still be members this year and will help for a handover and more general questions as they arise.

### **Agenda of the formal meeting**

1. Resignations of the trustees and election of new trustees.
2. To elect a team to manage and run events.
3. Update from the Treasurer regarding current funds, how these are currently invested, and how monies have been spent.

### **What is FOB:**

FoB is a charitable organisation set up by the parents of Bousfield and is run by volunteer parents who organise social events for parents and children and fundraising events to enrich pupils learning. Each year we support the school projects including the Mobile Classroom, Bousfield Bees and Gardener, chicks/ ducks for the infants, grants for Year 5 & 6 Residential School Journeys and musical instruments. We also have supported bigger projects like funding iPads for classes, playground refurbishment and part of the upcoming new classroom.

Every parent whose child joins our school is automatically a member of the "Friends of Bousfield".

### **FOB Roles :**

The main FOB meetings take place during the school day and concentrate on fundraising and event preparation. Any member is welcome to join these meetings. They operate as a subcommittee of the full Trustee Board.

The trustees have responsibility for managing the legal, financial and governance aspects of the charity and ensure its smooth running. The trustees also make decisions on fund allocation and spending based on requests from the school/governing body and an assessment of how the distribution of funds would fulfill the charity's objects. Trustees meet at least once a term (which may be in the evening) separately from the main FOB meetings. This year, issues addressed by the Trustees included constitutional and governance issues, GDPR compliance and disbursement of funds.

There are a number of roles that we need to fill: all trustees will stand down at the AGM and some may stand for re-election. However please do send any expressions of interest in any of the roles (or any queries) to [friendsofbousfield@gmail.com](mailto:friendsofbousfield@gmail.com) before the AGM: FoB is inclusive and wants to encourage all members to get involved. If you don't manage to do that before the AGM, you can still put yourself forward (with a proposer and a seconder) any time before the voting – even during the meeting.

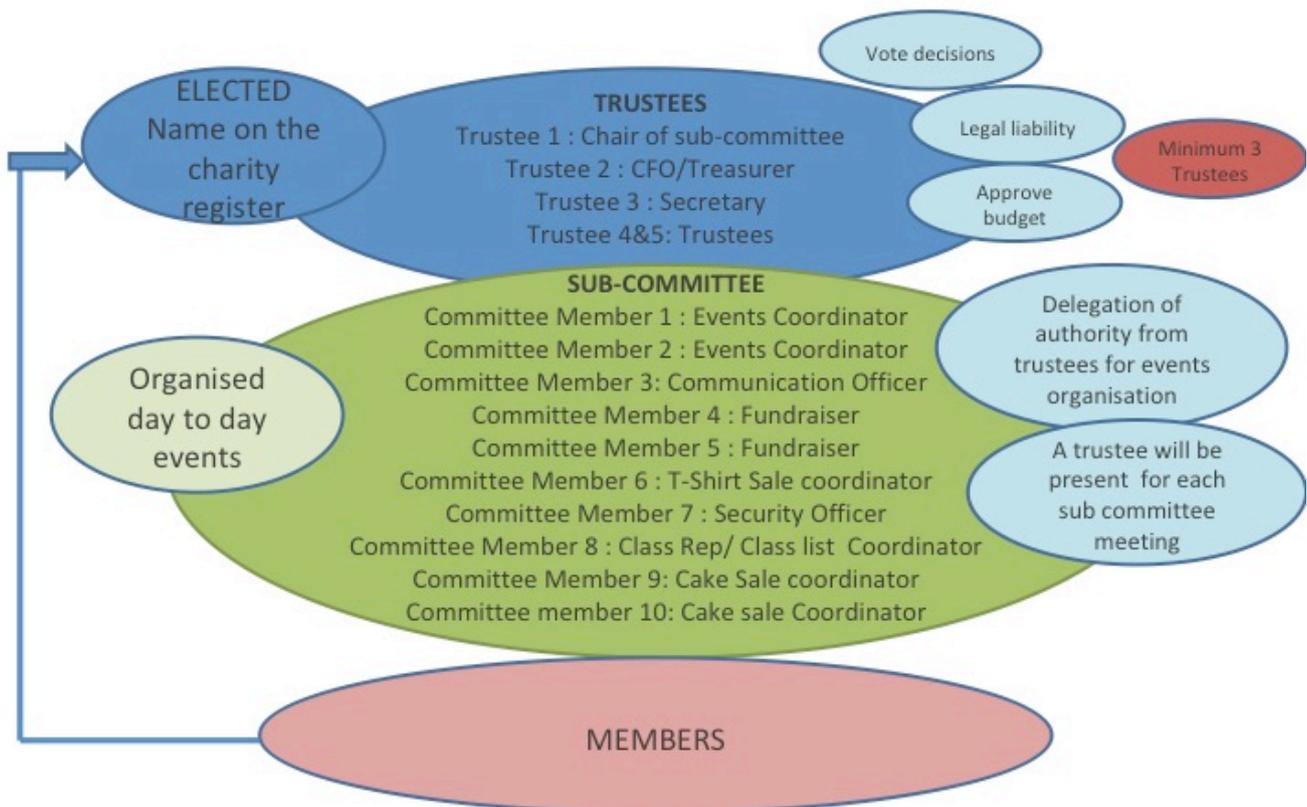


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## Main FoB Meetings – held monthly, during the school day

The key roles in FoB are the Chair, the Secretary and the Treasurer. These are the “executive” roles that take part in the monthly fundraising and event planning meetings which take place during the school day, and these three roles are likely to be held by Trustees, who would also attend the (minimum three) Trustee meetings (one or more of which may take place in the evening). *[If you are interested in one of these roles, but don't wish to be a Trustee, this may not be a problem: you would still be expected to attend the Trustee Board meetings however, but would not have Trustee responsibilities. If this is you, please contact [friendsofbousfield@gmail.com](mailto:friendsofbousfield@gmail.com) so we can consider options.]*

## FoB Structure



FoB is insured as a PTA UK member for the trustees, the volunteers and members, providing we have done all risk assessment for our events.

## Trustees Roles

### Chair

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

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the Chair welcomes contributions from all members of the committee so that everyone feels involved. New members of the committee may feel nervous at first. The Chair should welcome all new members, introduce them to the other members and encourage them to play an active part in the discussions. **Occasionally, disagreements arise. The Chair should remain impartial, call the meeting**



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to order without upsetting the parties involved, and make sure that the committee's decisions are not hindered in any way.

The Chair needs to work closely with the Treasurer and Secretary to ensure that the association is run effectively. The Chair can be a signatory for the association's bank account, along with either the Treasurer or Secretary or other elected committee member.

**Key responsibilities:**

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association with assistance where required
- lead the Trustee Board and manage meetings for time and content, including setting the agenda, and the progress of discussions
- write the annual report, liaising with the Secretary
- sign cheques for the PA with one other elected committee member
- get to know FoB members

**Secretary**

**The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school.**

The Secretary is responsible for ensuring that there are effective communication links between committee members and between the association and the school. The Secretary deals with all the correspondence that the association receives and helps the Chair ensure that committee meetings run smoothly, building up a good relationship with the school admin team. With the agreement of the Head, the Secretary can usually arrange to distribute FoB notices via fliers or centralised message to parents via Classlist and to put up event posters in the school and on FoB notice-boards.

As well as dealing with correspondence following a committee meeting, the Secretary will need to make bookings and other arrangements for forthcoming events, confirming arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also co-sign cheques on behalf of the association, along with the Treasurer, Chair or other elected committee member.

**Key responsibilities:**

- deal with incoming correspondence
- meeting management including arrangements, agendas, notice of meetings and quorate attendance, minute-taking and distribution,
- co-sign cheques as required
- write the annual report with the Chair
- work with the communications officer and parent coordinator to have notices and mailings in school, on FoB boards and on Classlist to advertise events



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### **Treasurer**

**The Treasurer is responsible for the day to day administration of financial records and procedures as well as the banking and handling of money at FoB events.**

- The Treasurer plays an important part in helping the Trustee Board meet its duties to safeguard its funds.
- The Treasurer should maintain a record of all income and expenditure. - in a simple accounts book or using a computer based package – and handle the money raised at events, following the correct procedures. These include working with another person to count proceeds before leaving the event venue and recording the agreed total before banking/placing in a safe overnight.
- The Treasurer should report on the current financial position at each Trustee Board meeting. The report should include an update on any income and expenditure since the last meeting and the current balance. If the Treasurer is unable to attend a Trustee Board meeting, a written report should be sent to the Chair in advance of the meeting. All financial decisions taken should be recorded in the minutes of the meeting.
- 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 ensuring regular payments. 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.

The Treasurer should also be involved in pursuing charitable status and Gift Aid. Before the AGM, the Accounts will have to be drawn up in collaboration with the Chair and either audited or independently examined as specified in your constitution.

### **Key responsibilities:**

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consult with the bank or building society regarding the availability of higher rate interest accounts
- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts
- ensure the committee has agreed appropriate procedures for the handling of financial matters including expenses policy.

### **Other Trustee Board Roles (2)**

We are also proposing that we retain up to two further trustees (in order to arrive at an odd number of Trustees overall) who do not participate in the fundraising and event planning monthly meetings. These roles are included to bring a different perspective to the overall Trustee Board, which focuses on more administrative and sometimes technical issues relating to finance, legal or governance areas. These trustees will need to participate in a minimum of three meetings a year (but more as needed), and to be available in some circumstances to making decisions by written procedure. Skills required include being able to provide constructive challenge and being independently minded.



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## **The Real Thing**

Finally, and most importantly, FoB needs a working group to assist with the creation of ideas and the planning and execution of events. There are 3 discos, 15 cake sales, the summer Fair, Quiz night, Christmas Grotto, T-shirt and vegetable sales, so many helpers are needed. If you can only help out once or twice, that's also great – please just come along to the regular meetings on an ad hoc basis. Or if you have more time to give, please consider one of the more formal roles listed below – we need your time and energy! If you'd like to do it just for a while – apply as a job share – we're open to all reasonable suggestions and offers of help.

The **FOB Sub Committee/ working group** consists of the following roles:

- **Events Coordinator/ vice chairs (2)**

The event coordinator will work closely with the Trustee Chair. He/ she will help with the organisation of events to truly support the chair and manage the schedule and all elements for successful event planning and maximise volunteers' potential and the engagement of families.

- **Fundraising Officers (2-3)**

The Fundraising Officers will implement the fundraising strategy and can be responsible for seeking sources of funding from various companies/ bodies to support FOB projects, events and raffles, as well as researching other sources of funding such as Charitable Trusts and Company Matched Giving programmes and managing the Gift Aid process, reporting to the Trustees. The fundraising officers are also in charge of the organisation of the silent auction which takes place during the end of year BBQ.

- **Communications Officer**

The Communications Officer manages FOB communications via developing the advertising, posters, letters for events (which members and potential donors) as well as liaising to put information on the school website. He/ she works closely with the Secretary to develop newsletters and communications to parents when necessary.

- **Class Representative Coordinator and Class list ambassador**

The Class Representative Coordinator is responsible for liaising with the Class representative(s) of each class in mobilising the parent body to volunteer to help at events, sell tickets to events and hear feedback from parents about what they would like to see at the school. This person will also lead class representatives' training so they are clear on their role. This person will also monitor and send communications to parents and class reps via Classlist.

- **Cake and Other Sales Coordinator (x2)**

The Cake Sale Coordinator(s) manage the fortnightly Friday cake sales (one for each class so 15 per year) in conjunction with the Office at school, help set up and run between 3.15pm and 3.45pm. These raise about 10% of the FOB event income each year and the children love them! They will also now manage or recruit volunteers for book /vegetable or T-shirt sales.

- **T-shirt Stock manager**

The T-shirt Stock manager orders and manages the PE T-shirt and sweat shirt Stock liaising with the school, T-shirt company and treasurer to make sure T-shirt sales run smoothly and the stock is not running out ahead of busy order time.

- **Security Coordinator for events**

This is a new role focused on family and children events where it is key to make sure the events run smoothly and no children / parents are putting themselves or others at risk. This person will coordinate a team of security ushers for events with children.