

CHAIR JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Chair is to:

Chair monthly meetings

Chair AGM including a speech

Represent FOSPS when required including a speech at the New Intake Evening in the school hall

Undertake correspondence as and when required

Be the main link between the Friends and the head teacher/ school office

Make sure all events run successfully and to attend sub committees as and when required

Write a welcome for the Fete Programme

In conjunction with Vice Chair, review Executive Roles Job Descriptions annually and amend as necessary

In conjunction with Vice Chair, Publicity Officer and Secretary, review and prepare annual communications to new parents re:

 Welcome Packs for distribution at the New Intake Evening (June)

 New Parents "drinks" Evening (Sept)

 AGM (Oct)

In conjunction with Vice Chair, review Setting up Events Guide and Lettings Letter annually and amend as necessary.

Attend meetings with Governors to discuss requests for expenditure.

VICE CHAIR JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Vice Chair is to:

Deputise for Chair as and when needed

Recruit and supervise 'Additional Roles' positions:

200 Club Co-ordinator

Recycling Co-ordinator

Keeper of Events Advice/Instructions

Garage Stock Controller

Class Reps

Organise New Parents "drinks" Evening annually and generate parent data thereafter

Communicate between Committee, Headteacher and Class Reps and supply **annually updated** listings for Class Reps. When requested by event organisers contact Class Reps to speak to class parents and follow up, passing feed back to organisers.

In conjunction with Chair, review Executive Roles Job Descriptions annually and amend as necessary. Ensure all new roles receive a job description of that role.

In conjunction with Chair, Publicity Officer and Secretary, review and prepare annual communications to new parents re:

Welcome Packs for distribution at the New Intake Evening (June)

New Parents "drinks" Evening (Sept)

AGM (Oct)

In conjunction with Chair, review Setting up Events Guide and Lettings Letter annually and amend as necessary. Ensure all sub-committee leaders receive the Setting up Events guide every new school year.

Attend meetings with Governors to discuss requests for expenditure

SECRETARY JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Secretary is to:

Take minutes of monthly meetings and the AGM and circulate them to committee

Distribute job descriptions of all Executive Committee roles to members of the committee

In conjunction with Chair, Vice Chair and Publicity Officer, review and prepare annual communications to new parents re:

 Welcome Packs for distribution at the New Intake Evening (June)

 New Parents "drinks" Evening (Sept)

 AGM (Oct)

Announce at FOSPS meeting before the AGM or the last meeting of the school year (depending on meeting arrangements at the time) the names of those members who wish to stand down from the committee

Give notice of AGM and prepare relevant paperwork for election of Executive committee

Read out names of proposed new committee members at AGM

Prepare list of names and contact details of new members of committee, including Executive Committee as elected at the AGM

In conjunction with Vice Chair, prepare list of Class Representatives

Prepare list of events and sub committees

Attend meetings with Governors to discuss requests for expenditure.

TREASURER JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Treasurer is to:

Keep accounts in order

Present an accurate statement of the account at each meeting

Prepare accounts for AGM

Distribute copies of prepared accounts two weeks prior to AGM to all members of Executive Committee to enable them to be informed and so able to accept or reject them at the AGM

NB Rule 40 of the Constitution states: The balance sheet shall be signed on behalf of the Executive Committee by two members of the Executive Committee, and the report of the Independent Examiner shall be attached to the balance sheet and shall be read at the AGM and shall be open to inspection by every member of the Society.

Organise the relevant paperwork with the bank, regarding new signatures etc.

Organise floats for events and to organise counting of money and banking at end of events

Audit/examine St. Paul's School Trust Accounts

Attend meetings with Governors to discuss requests for expenditure

BAR MANAGER JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Bar Manager is to:

Order all alcohol and soft drinks for events

A little market research is needed on 'bargains' and what will actually sell i.e. most popular beer, wine from previous events etc.

Do a stock take after every event

This also includes ensuring drinks left over from an event are stocked in the garage with most recent sell by dates at the front to be used at the next event.

Apply for the licence for every event.

Ensuring this is applied for in plenty of time before the event.

Licence should be in the name of the event leader, this way we can be sure that the person named on the licence will be in attendance at the event.

Recruit people to help man the bar at every event.

This also includes recruiting people to help set up the bar for each event.

Both of these can be done via class reps if needed.

Acquiring ice if needed for event

Providing price lists to be displayed

PUBLICITY OFFICER JOB DESCRIPTION

The Friends of St Paul's School is a registered charity and has been established to raise funds to be used for the education, learning and purchase of teaching aids for the benefit of the children attending St Paul's Primary School. The committee is also empowered to make grants to organisations including schools and other charities.

The role of the Publicity Officer is to:

Liaise with Headteacher about what needs to be included in school newsletter re forthcoming events etc.

Improve communication between FOSPS and parents

Attend meetings with Governors to discuss requests for expenditure

Prepare and keep updated and distribute year planner of events

Co-ordinate all flyers/posters/tickets as required by the events' sub-committees and liaise with the school for approval by the Headteacher. Duplication and distribution of these as required.

Complete a lettings letter in advance of each event and send to school and others as required.

Post publicity for events via N21 Online and LYDS as appropriate.

In conjunction with Chair, Vice Chair and Secretary, co-ordinate and communicate to the School annual communications to new parents re:

Welcome Packs for distribution at the New Intake Evening (June)

New Parents "drinks" Evening (Sept)

AGM (Oct)

Attend meetings with Governors to discuss requests for expenditure