



# Friends of Fernhurst Primary School

## **FoFs Committee Roles General Description:**

### **Chair:**

- Link between FoFS, Head Teacher, Staff and Governors.
- Agree dates for events throughout the year.
- Be the link between FoFS & Fernhurst Community.
- Assist at meetings,
- Sets FoFS meeting agenda.
- Stand up at new parent meetings to introduce FoFS.
- Write end of year report.
- Contribute with content for the FoFS page on school website.
- Motivational / people orientated.

### **Secretary:**

- Sends out agenda.
- Takes minutes at meetings and send to Communications Coordinator.

### **Treasurer:**

- Financial Responsibility,
- Accounts ( Each event – activity report, annual ),
- Official Reports,
- Tens & Gambling licencing for events.
- Business account changes.
- End of year report.
- Floats for all events

### **Communications Coordinator:**

- Link between FoFS and school for all communication to ensure link is streamlined via only one channel.
- Create posters for events.
- Ensure notices on boards and media ( WhatsApp- FB- Website ) are updated.

### **Fundraiser Coordinator:**

- To look at new ways of fundraising opportunities / grants.
- Support Treasurer with forms.
- Easy Fundraising.
- To work with companies for sponsorship.

### **Events Coordinator:**

- Co-ordinates all events, NOT responsible for running stand / activities but high level overview and floater etc.
- Ensures each event has a lead, tasks are allocated.
- Creates rotas.
- Works closely with Communication Coordinator.

### **General Members of Committee:**



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- Assist at meetings and support with ideas.
- Support with taking a lead of an activity or event programmed for the year.
- Give feedback and information to the Secretary to keep files up to date.
- Work closely with all other members and parents.