

Friends of St Mark's



*Charity Number 1181519
St Mark's C of E Primary School
Brantridge Lane Havward's Heath RG47 6EN*

FOSM Committee – Description of roles

The FOSM Committee works together to plan and co-ordinate fund raising activities throughout the school year. These enrich the great work of the school by funding additional resources and opportunities to benefit our children. We hope you will have seen full details of how FOSM has contributed to the school in our recent newsletter sent out just before the end of the summer term.

Certain fund-raising events have become something of a 'St Mark's tradition', such as the Christmas fayre, Spring disco and Break the Rules day. Most of these are booked into the school diary at the start of the year to ease the organisation, and for 2023/24 they are already in the school calendar. There is always room for more new ideas though and nothing is set in stone!

Typical roles within a parent-teacher association such as FOSM are as follows: **Chair, Treasurer, Secretary and Ordinary Committee member**. However, if nobody specifically wants to act as the chair, this can be rotated between members.

A brief description of each of these roles can be found below, although this is not exhaustive. One of the main roles of the committee is to ensure that the wider parent group know what is going on and how they can help....we are fortunate that there are many willing helpers at St Mark's and it's really all about teamwork...the more hands, the lighter the load!

Chair

The Chair leads FOSM meetings, ensures everyone participates, and helps make decisions. They ensure that there is a clear plan of action at the end of meetings and a shared understanding of what is agreed. The role includes the following responsibilities:

- Prepare for meetings with the Secretary.
- Invite committee members, parents, and staff to meetings.
- Suggest agenda items and review previous meeting notes.
- Set meeting ground rules.
- Delegate tasks and follow up on them.
- Work with the school to prioritise projects.
- Ensure FOSM follows its constitution.
- Make sure decisions fit with FOSM goals and are agreed upon by the committee.
- Write reports for the association.
- Be a signatory for the FOSM bank account.
- Ensure GDPR compliance.

Key Skills:

- Confidence and assertiveness in running meetings.
- Impartiality to respect everyone's views.
- Friendly and approachable to make everyone feel welcome.

- Organisation and delegation to share the workload.

It's a team effort, but you can support this by giving direction and organisation.

Treasurer

The FOSM Treasurer manages the money for the charity. They keep track of the funds, report on finances, and handle payments.

The FOSM committee is collectively responsible for the finances of the association and must therefore formally agree to any spending of funds. However, it's the treasurer's responsibility to ensure all financial transactions are presented and recorded correctly.

The Treasurer ensures accurate financial records are kept, and that best practice procedures are followed for counting money, banking, and making payments.

They should keep the committee updated with regular reports, and ensure end-of-year reports are completed for the association's AGM and Charity Commission's annual return.

Responsibilities:

- Keep accurate financial records.
- Share financial updates at meetings.
- Manage the group's bank account.
- Handle payments and expenses.
- Prepare a yearly financial report.
- Manage Gift Aid (if needed).
- Follow cash-handling rules for events.
- Communicate with the committee.

Key Skills:

- Basic book-keeping knowledge.
- Organised and detail-oriented.
- Calm, friendly, and a team player.

Secretary

The FOSM Secretary helps the committee communicate well and keeps important records.

Responsibilities:

- Get ready for meetings with the FOSM Chair.
- Keep minutes at meetings recording attendance, action points, decisions, and proposals
- Share meeting minutes and reminders.
- Keep the association's records.
- Make sure we follow privacy rules (GDPR).
- Update charity commission info if needed.
- Handle our letters and messages.

Key Skills:

- Organised and good at keeping records.
- Good listener - able to identify key discussion points, actions, and agreements at meetings to accurately record in minutes
- Friendly and easy to talk to.

It's about making sure everyone stays connected and informed!

Ordinary Committee Member

An Ordinary committee member shares responsibility for FOSM, its property and funds, and is also a trustee of the charity. They may also be a signatory on the bank account. They contribute fully to decision making and may take the role of chair on a rotational basis along with other members of the committee.

For any further information or to arrange an informal discussion with a member of the current committee, please email fosmstaplefield@gmail.com