

Association of Friends of the School Committee Members

A. Honorary Roles

● Honorary President

- Headteacher
- Non-elected
- Responsible for keeping the AFS up-to-date with school requests for support from the AFS

B. Elected Roles

1. Chair

Responsible for:

- Preparing agendas and setting dates of meetings.
- Upholding constitution and making sure AFS work remains appropriate within the constitution and Charity Commission Guidelines
- Working with the school PR Department to promote the work of the AFS through the school and to new parents.
- Production of newsletter thrice-yearly
- Any meetings outside of AFS Committee meetings
- Development of food/drink selection and quantities to enable Buying Co-ordinator do the purchasing.
- Maintenance of 'easyfundraising' account and 'justgiving' account
- Probity

2. Vice Chair

Responsible for:

- Working with the Chair to ensure all meetings/events/responsibilities covered by one or the other.
- Upholding Constitution and making sure AFS work remains appropriate within the constitution and Charities Commission Guidelines

3. Treasurer

Responsible for:

- Banking and collection/recording of money and production of accounts.
- Maintaining float tin and making sure the float is available for all necessary events.
- Probity
- Upholding constitution and making sure AFS work remains appropriate within the constitution and Charities Commission Guidelines.

4. Assistant Treasurer

- Works with Treasurer to fulfil all tasks as above and shadows treasure so has an awareness of processes and could take over role in future if necessary.

5. Secretary

Responsible for:

- Taking, typing and circulating minutes, notice of and agendas of meetings.
- Registering, holding and updating the email contact lists of AFS members.
- Circulating emails through contact list when requested.
- Upholding constitution and making sure AFS work remains appropriate to the constitution and Charities Commission Guidelines.

6. School Liaison Officer

Responsible for:

- Identifying appropriate staff members responsible for concerts , etc.
- Circulating emails via school comms.
- Passing messages to/from AFS and school — e.g. to kitchens.
- Collection of letters/cheques/items brought into school for AFS and notifying the relevant AFS member when there is something to collect from school.

7. Buying Co-Ordinator

Responsible for:

- Planning, co-ordinating and purchasing food/drink/non-perishables for the stock cupboard.

C. Non-Elected Roles

8. Assistant Buying Co-Ordinator

Responsible for:

- 1. Planning and purchasing food for major events, in conjunction with the Buying Co-Ordinator.

9. Volunteer Co-ordinator

Responsible for:

- Emails and phones AFS members to put together lists of volunteers for each AFS event.
- Liaising with Vice Chair and Buying Co-ordinator.
- Liaising with Secretary for contact details of AFS Members.

10. 100 Club Co-ordinator

Responsible for:

- Administering The 100 Club.
- Organising the draw each term.
- Liaising with the Treasurer for sending out prize money.

11. IT Officer

Responsible for:

- Development and maintenance of website/Facebook page
- Works with Chair and school PR regarding development of ideas and updating information.
- Working with school liaison and Honorary President regarding links to school website.

12. Special Event Organisers

Responsible for:

- Organising individual events or campaigns either on their own or with a subcommittee
- Giving regular reports to Chair about progress.