

# Volunteers are required for the following Committee Roles, from 2nd March 2016 onwards:

## Elected Roles

### 1. **Chair** - currently Anjum Stuart

Required to:

- Uphold the AFS constitution and making sure AFS work remains appropriate within the constitution and Charity Commission Guidelines
- Liaise with the school in order to plan the AFS Events for the forthcoming year
- Liaise with the school to set dates for AFS meetings
- Prepare agendas, in conjunction with AFS Secretary, for AFS meetings
- Get to know committee members and ensuring that everyone is able to contribute/help
- Welcome and involving new committee members
- Work with the school PR Department to promote the work of the AFS through the school and to new parents.
- Liaise with Volunteer Co-ordinator to establish events where AFS support is needed
- Liaise with Buying Co-ordinator to establish quantities and type of provisions needed at events.

### 2. **Honorary Secretary** - currently Alison Lawrence

Required to:

- Uphold the AFS constitution and making sure AFS work remains appropriate to the constitution and Charities Commission Guidelines.
- Maintain and update the email contact lists of AFS members.
- Liaise with Chair to establish Agendas for AFS meetings
- Give notice of AFS Meetings to AFS members
- Write up and circulate minutes of meetings to AFS members
- Circulate emails through contact list as requested.

## Non-Elected Roles

### 1. **Volunteer Co-ordinator** - currently Helen Felton

Required to:

- Liaise with the Vice Chair and Buying Co-ordinator to establish number of helpers needed at each event
- Liaise with the Honorary Secretary for contact details of AFS Members.
- Email/phone AFS members to put together lists of volunteers for each AFS event.

The current holders of the positions will ensure that full support is given to those taking over in order to ensure a smooth transition.

Many thanks

**Alison Lawrence**  
**Honorary Secretary**