

FOWW Committee Roles

Chair

The Chair provides leadership for the committee sets the agenda for meetings and manages meetings in line with the agenda.

The Chair should ensure that issues are properly debated and an agreement is reached. Some committee members will be better at expressing themselves than others; it is important that the chair welcomes contributions from all members of the committee so that everyone feels involved.

The Chair will ensure that all new members feel welcome and their contributions valued. The Chair will introduce them to the other members and encourage them to play an active part in the discussions at committee meetings.

The Chair will work closely with the Treasurer and Secretary to ensure that the FOWW is run effectively.

Job function

To ensure that the business of the FOWW is conducted in accordance the constitution of the FOWW, and prepare and submit statutory reports to Regulatory Bodies.

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings
- Agree a date for the next meeting
- Welcome and involve new members
- Write the annual report in cooperation with the Secretary
- Sign cheques for the FOWW with one other committee member

Secretary / Trustee

The Secretary ensures that the FOWW runs smoothly and provides a link between Committee Members and the FOWW, and between the FOWW and the School. This requires good organisational and communication skills and being able to stick to deadlines.

Job Function

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between the FOWW and the school.

The Secretary deals with all the correspondence that the FOWW receives and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school Secretary will help make sure that correspondence, sent to the school, is passed onto the FOWW promptly.

As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. Confirm arrangements made by telephone in writing (by letter or e-mail). The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing cheques on behalf of the FOWW.

Main duties:

- Deal with correspondence
- Arrange meetings
- Prepare and distribute agendas
- Take the minutes of meetings, type them up and distribute them
- Ensure that enough committee members are present to make the meeting quorate
- Sign cheques as required
- Write the annual report with the Chair
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters, tickets, etc. for events
- Manage Pages like PTA Events page, Classdojo, and social media

Treasurer

A key role for all committee members is to manage and control the funds the PTA raises. Although all the committee members have equal responsibility for the control and management of PTA funds the Treasurer plays an important part in helping the committee carry out these duties properly.

Job function

To maintain up-to-date records of all PTA financial transactions

Main duties:

- Day-to-day management of accounts, including issuing bills and receipts on behalf of the PTA and making payments.
- To prepare and update financial ledgers on a regular basis.
- To complete banking transactions on a regular basis.
- To organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders. Money raised at school events will be locked in the school safe after the event.
- To prepare and report financial statements at FOWW Meetings.
- To prepare a concise Financial Report for the Annual General Meeting.

- Charity registration and Gift Aid

Committee Members/Volunteers

Committee Members work alongside the Officers.

Main duties:

- Attends FOWW meetings
- Gets involved in planning, owning and running events
- Runs smaller projects
- Encourages participation and enthusiasm for the events organized by the FOWW
- We want representation across all year groups. New parents to the school will be warmly welcomed