

## COMMITTEE ROLES

As a registered charity, Friends of Hatcham College is required to elect Officers at each AGM - the minimum requirement is for a Chair, a Secretary and a Treasurer. There are other roles which contribute to the smooth running of the committee.

**Chair** - chairs 6 meetings a year - 2nd Tuesday of each half term at 7pm. Liaises with the Secretary before each meeting to agree meeting Agendas. Prepares Annual report for the AGM. Will meet regularly with Heads of Middle and Upper Schools and Sixth Form. The chair will also have ad hoc meetings with other members of School staff and Senior Management Team. Signatory for Bank Account.

**Secretary** - takes the minutes of each meeting and types them up for distribution prior to the next meeting. Prepares a report for the Annual General Meeting. Liaises with the Chair about Agendas for meetings. Applies for Temporary Event Notices for events where selling alcohol (online application process 2 weeks before event). Signatory for Bank Account.

**Treasurer** - responsible for banking. Monitors income and expenditure for the Committee. Prepares accounts for AGM. Prepares floats for events. Banks proceeds. Is responsible for a small amount of petty cash. Submits annual financial return to the Charities Commission. Signatory for Bank Account.

**Vice Chair** - Chairs meetings in the absence of the Chair. Attends meetings with school with Chair where appropriate or necessary. Signatory for Bank Account.

**Vice Treasurer** - assists Treasurer in preparing floats, checking proceeds from events, banking cash, preparing accounts. Signatory for Bank Account.

**Forum Organiser** - prepares a timetable for 5 open forum meetings (6th meeting is the AGM); canvasses opinion about appropriate topics and liaises with staff about appropriate staff to make presentations. Liaises with Chair and Secretary to co-ordinate advertising the forums, which will occur before Business meetings.

**Stores Organiser** - maintains stock of refreshments kept in cupboard on Jerningham site. Ensures stock is in date and liaises with other members to purchase replacement stock. Holds the cupboard key and maintains stock record.

**Ordinary Committee Members** - play a valuable role, helping to organise fundraising events, contributing ideas and running projects. Ordinary members will also have an important role to play in ensuring good communication with the school, encouraging participation and enthusiasm for the events organised by the Friends.

The ordinary committee members will help to organise other fundraising and community events.