

Friends of Paternoster School Roles

Chair

Want to be our next Friends of Paternoster chair? The chair leads meetings and steers the committee towards its aims. Sitting in the driver's seat, you should be highly enthusiastic, full of bright ideas and demonstrate good leadership skills

Main purpose of the role

To lead the committee, ensuring Friends is run in line with its constitution and according to the wishes of all members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute
- Sets the date and agenda for meetings and keeps the discussion on track
- Delegates tasks to committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the Friends bank accounts
- Ensures the Friends is registered with regulatory bodies e.g., the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report

Suits people who are...

- Strong leaders
- Diplomatic and fair
- Enthusiastic
- Good delegators

Treasurer

Want to be our next Friends treasurer? With a clear head for numbers, you will control the Friends funds in line with the committee's decisions, as well as charity law. You will also make sure upcoming events are affordable and profitable, and report financial information to the rest of the team.

Main purpose of the role

The treasurer controls the Friends funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances
- Keeps a detailed and accurate record of the Friends financial activity
- Reports on the finances at meetings in a clear, concise way
- Arranges floats for events
- Ensures money is kept safely before and during events
- Banks the takings from events and fundraisers
- Makes Gift Aid claims
- Implements procedures for making payments and claiming expenses
- Completes the Charity Commission annual return (if registered)
- Gets accounts audited where necessary

At the AGM

- Prepares the financial report

Suits people who are...

- Confident at handling money and budgets
- Good with numbers
- Methodical

Secretary

Want to be our next Friends secretary? The secretary ensures that the Friends activities run smoothly. You'll use your excellent communication and organisational skills to organise meetings, take minutes and keep records.

Main purpose of the role

The secretary ensures that the Friends activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings
- Communicates with the school and committee members, including circulating the agenda before meetings
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Manages communication between the committee, volunteers, school and school community
- Prepares the publicity for events, including flyers, posters and tickets
- Ensures meetings have enough attendees to form a quorum
- Keeps records
- Shares information

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day

Suits people who are...

- Great communicators
- Accurate writers
- Helpful and motivated