

Roles and Responsibilities – FOSS

President	<ul style="list-style-type: none"> • Presence at formal meetings as school representative • Advertising FOSS events as per planner with school newsletters • Briefing teaching team as necessary based on FOSS planner • Ensuring school support for events in particular
Chair	<ul style="list-style-type: none"> • Maintain and follow Annual Planner • Setting dates of AGM/all PTA meetings for the year/events/planning meetings etc • Allocation of roles • Chair AGM and all meetings with standard agenda • Contact for all PTA association correspondence (constitution, insurances) log in details held • Leavers books – ordering • Supporting fundraisers/events planning • Dealing with correspondence from the school admin team – anyone contacting (businesses etc) • All about FOSS info for new parents – refresh and send into new parents in the summer intake. • Oversight of the roles and responsibilities document.
Vice Chair	<ul style="list-style-type: none"> • To be present at formal PTA meetings and follow the standard agenda in the chairs absence.
Treasurer	<ul style="list-style-type: none"> • Liaise with Alison Mount re classroom funding allocation • Calculate annual allocation of funds per child • Arranging for annual accounts to be audited • Presenting accounts to FOSS (annual at AGM and as per meeting schedule) • Oversight of income and expenditure • Oversight of signatories for the FOSS account with HSBC • Completion of annual return to Charities Commission
Secretary	<ul style="list-style-type: none"> • Hold contact details for all FOSS members and events helpers • Sending reminders for meetings out in advance of formal meetings • Minute taking for the formal FOSS meetings and circulation of minutes and planner • 2 x newsletters prior to summer and Christmas events
Cake stall coordination	<ul style="list-style-type: none"> • Setting dates for cake stalls with head • Slips to children's classes 1 week in advance • Posters advertising cake stalls • Pricing and sorting cakes am of the cake stall • Selling of cakes pm after school
Fundraisers	<ul style="list-style-type: none"> • Allocated/coordinating events as per the planner as individuals or mini teams. Contact any external supporters (performers/fair ground owners) • Separate template for each event (fundraiser file) • Liaise with school admin team re specifics and support needed • Coordinate any messages of thanks/formal and informal to helpers/donators and the like
Helpers	<p>People who are contacted as per the planner to arrange for on the day help – coordinated by fundraisers and other FOSS members as necessary. Secretary hold the up to date helper list.</p>