

Roles of FoR



The Executive Committee

FoR appoint an executive committee at their Annual General Meeting (AGM) who are responsible for running the various components of the FoR. Generally, an executive committee consists of a chair, deputy-chair, secretary and treasurer.

Chair

- chairs all general and executive committee meetings
- reports the activities of the FoR
- works closely with the other executive members
- ensures efficient communication exists between the FoR and parents and carers of the school of FoR activities
- attends regular meetings with the Head to discuss needs of the school and agree expenditure
- encourages parents to participate.

Deputy Chair

Steps into the role of the Chair should they be unavailable and undertakes tasks to reduce the workload of the Chair.

The Deputy Chair needs to:

- be familiar with the operation of the FoR
- be familiar with the duties of Chair

Secretary

- draws up the meeting agendas
- keeps full and correct Minutes of the FoR's meetings
- distributions information to class reps (including Minutes of Meeting, reminders, etc)
- acts upon decisions as directed by the meeting

Treasurer

- responsible for all funds received and expended by FoR
- prepares regular reports to FoR meetings
- holds ultimate responsibility for all funds, including all subcommittee accounts.
- Organises floats for events
- Counts & banks takings from events
- Oversees Wallbank transactions

Executive Members

- attends all meetings to decide direction of the FoR vote on any matters required.

Sub-committees

[TO BE ADVISED]