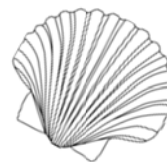


# Friends of EC St. James' School



December 2017

## Friends of EC St James' School – Annual General Meeting (AGM)

Dear Parents,

We would like to invite you to our next meeting of the Friends of East Crompton St James' to be held on **Monday 8<sup>th</sup> January 2018 at 2pm** - here in school. Please join us for our meeting and also enjoy tea, coffee and cake!

This meeting will consist of the AGM followed by the normal meeting. You are invited to attend both. (We will finish by 3pm).

This meeting will provide an opportunity for any new and existing members to join us to review our activities over this year and look towards events in 2018.

At present the Friends Group consists of 8 members who meet each month. The Friends' Group brings together members of the school community, who are interested in supporting the school, providing an opportunity for everyone to work together, with a common purpose – to organise fundraising and social events. Events organised previously include school discos, pancake flips, fashion show and the annual summer fair.

We also have a volunteer list. This is for parents who cannot commit to being a full-time member but would be willing to help the Committee when needed i.e. to supervise school discos, help sell raffle tickets, help with teas & coffees etc. If you would like to put your name down as a volunteer, please complete the slip below and return it to school.

Each year, at the AGM, the four main roles of the Committee - the Chair, Vice-Chair, Treasurer and the Secretary are nominated and voted for by members at this meeting. Please find attached a summary of each role. If you would like to nominate a person for one of the 4 committee positions, please complete one of the attached forms and return it to school on 8<sup>th</sup> January 2018.

We look forward to seeing you at our meeting.

Yours sincerely,

Mrs A Peacock  
On behalf of The Friends of ECSJ

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I would like to like to be a volunteer member of the group.

Name of Parent:

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Child's Name & Year:

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Contact Number and E-Mail Address:

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**Please return to the school office.**

## **COMMITTEE ROLES – CHAIR & VICE-CHAIR (IN THE CHAIR'S ABSENCE)**

Key responsibilities:

- provide leadership; ensure the Committee fulfils its role in respect of governance of the association
- set the agenda for meetings, liaising with the Secretary
- ensure the agenda is followed and that all business is covered
- call the meeting to order when it is time
- welcome and involve new members
- ask for apologies for absence
- sign the approved minutes of the last meeting
- agree a date for the next meeting
- close the meeting
- write the annual report, liaising with the Secretary
- sign cheques for the PTA with one other

## **COMMITTEE ROLES – SECRETARY**

Key responsibilities:

- deal with correspondence
- prepare agendas
- call meetings - giving plenty of notice
- keep a record of attendance at meetings
- take notes during meetings
- ensure that enough committee members are present to make the meeting quorate
- write up the minutes of meetings
- distribute minutes to all the committee
- make meeting & event arrangements
- co-sign cheques as required
- write the annual report with the Chair

## **COMMITTEE ROLES – TREASURER**

Key responsibilities:

- maintain accurate and detailed financial records
- present a financial report at each meeting
- liaise with the bank
- make approved payments
- consults with the bank or building society regarding the availability of higher rate interest accounts
- count and bank monies
- prepare and co-sign cheques as required
- provide and account for cash floats at events
- charity registration and Gift Aid
- pay agreed expenses
- prepare annual accounts and liaise with the independent examiner of accounts
- ensure the committee has agreed appropriate procedures for the handling of financial matters

**Nomination for Chair of the Friends' Group Committee**

Nominee \_\_\_\_\_

Proposer Signed \_\_\_\_\_ Dated \_\_\_\_\_

Secunder Signed \_\_\_\_\_ Dated \_\_\_\_\_

I \_\_\_\_\_ agree to my nomination for the position of \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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**Nomination for Vice-Chair of the Friends' Group Committee**

Nominee \_\_\_\_\_

Proposer Signed \_\_\_\_\_ Dated \_\_\_\_\_

Secunder Signed \_\_\_\_\_ Dated \_\_\_\_\_

I \_\_\_\_\_ agree to my nomination for the position of \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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**Nomination for Treasurer of the Friends' Group Committee**

Nominee \_\_\_\_\_

Proposer Signed \_\_\_\_\_ Dated \_\_\_\_\_

Secunder Signed \_\_\_\_\_ Dated \_\_\_\_\_

I \_\_\_\_\_ agree to my nomination for the position of \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

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**Nomination for Secretary of the Friends' Group Committee**

Nominee \_\_\_\_\_

Proposer Signed \_\_\_\_\_ Dated \_\_\_\_\_

Secunder Signed \_\_\_\_\_ Dated \_\_\_\_\_

I \_\_\_\_\_ agree to my nomination for the position of \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

