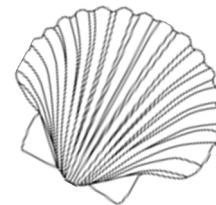


5th February 2019

To all Parents/Carers



Friends of East Crompton St James'

We have an organisation of parents that encourages closer links between home and school. This organisation is run by parents but is supported by staff. In addition to their fundraising work, they also provide social activities for the children and can provide a forum for raising and discussing issues with school.

We currently only have a small number of regular volunteers, to enable us to run events eg Halloween disco, Summer Fair, etc we would like your help. The funds which have been raised in the past to pay for extra treats for the children (such as computers and a visit from Santa) will not therefore be available and these treats will cease. A useful group forum for communicating with school will also be lost.

We will be holding our annual AGM meeting on 17th March 2019 at 9 am where we will be filling the required posts for our organisation. Nominations are required for Secretary and Treasurer, details of the roles and responsibilities are overleaf. These roles only take up an hour or so of your time each month, but are vital to keep the Group going.

If as an individual or group of friends/family you feel you are able to help with the running of our Friends' Group or volunteer as a helper, could you please complete the form below and return it to school urgently.

I would like to be involved in the running of the Friends' Group for East Crompton St James'. (Please tick the role you are interested in).

Secretary

Treasurer

I am unable to commit to the running of the group, but would like to volunteer and take part

Name _____ Telephone _____

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*
- *write up the minutes of meetings*
- *distribute minutes at next meeting*
- *write the annual report with the Chair*

Committee Roles - Treasurer

Key responsibilities:

- *maintain financial records*
- *make approved payments*
- *count and bank monies*
- *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*