

# The Friends of St Edward's First School



## **Friends committee – update to Mrs. Matthew's notification Friends AGM 07/10/2024**

Thank you to all who have expressed interest in more information about The Friends and how to help out.

### **Roles**

As The Friends is registered charity all main committee members are trustees of the charity and are accountable to the Charity Commission and governed by the constitution the charity was set up with. The committee needs to hold governance meetings 3 times a year, which can be via Zoom in the evenings.

The main roles are:

- Chair
- Vice-chair
- Secretary
- Treasurer

We can have co-roles for the main committee roles to help share the workload. The committee is responsible for running the charity and planning events. Ideally, we would like to have volunteers to run the events, otherwise the risk exists that the people who are organising them are running them and inevitably end up in the same situation as today.

Therefore, having more people join us on the committee and as volunteers for the events will enable us to plan and run events without disruption.

On top of the roles mentioned above, there are more roles needed, which may interest parents looking to support without sitting on the committee:

- Event organisers: people who can take the lead on organising events throughout the year, can sort out suppliers, logistics etc.
- Volunteers to help with the events, be that selling items on the day, collecting items, buying items for the events from cash and carry, making posters, washing uniform donations, and sorting them. It is not an exhaustive list, but it will give you an idea of the tasks.
- Class rep lead. To plan and attend the reps meetings, to take minutes and circulate, raise queries on behalf, etc.

### **Time needed.**

The time spent on the committee is very hard to quantify, as it all depends on the number of events, involvement required if no volunteers etc. Inevitably, with more help and different leads for each event, the time needed will be reduced.

Should there be sufficient candidates to warrant a new committee, we intend to plan for a set number of events per term to reduce the workload across all roles.

It is also our intention to change the way we run events, i.e. to run events, we need volunteers to commit at an earlier stage than a last-minute dash. Therefore, we would like to suggest that to run an event, a set number of volunteers is required to allow the event to go live. If we don't reach the number the event will not go live, simple as that.

In summary, for the event, a set number of events per quarter with a clear indication of the number of volunteers to allow the event to go live.

Back to the committee, please find a summary of the outstanding roles and estimated time required.

<b>Roles</b>	<b>Responsibilities</b>	<b>Required Volunteers</b>	<b>Hours required per month (on average) NB: depending on number of events</b>

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Chair	The Chairperson's main responsibilities include running all Friends meetings, overseeing any event sub-committees and maintaining the momentum for fundraising throughout the school year.	Vacant	3
Vice-Chair	The Vice-Chair co-ordinates teams of volunteers and acts as deputy to the Chair, particularly to progress broader Friends initiatives.	Position likely filled	3
Secretary	The Secretary's roles are minute taking at meetings, producing and distributing all Friends paperwork, advertising events where appropriate and general administration tasks.	Vacant	3
Treasurer	The Treasurer is responsible for coordinating and recording all Friends' monies including float provision, banking monies and producing regular simple accounts.	Position filled	2
Event Organisers:	The event organisers assist on fundraising activities in the school, being active members of the committee, bringing ideas and helping to coordinate tasks.	Some interest in helping at events but more needed.	2/3
Pre-Loved Uniform Coordinators:	The Pre-Loved Uniform Coordinators deliver uniform online sales and on events and manage its distribution to parents and carers.  Wash and sort the donations	2 Position filled.  More help required.	2
Social media Creator	Provide content and advertising on all platforms to promote events and fundraising	Position filled	2

We hope that the above information helps with your decision to join us. If anyone would like any further information about what being a member of the Friends entails then please e-mail [friends@secfs.org.uk](mailto:friends@secfs.org.uk) and we will be in touch. Just a reminder there will be a second and final attempt to elect a new committee at a Friends of St Edward's EGM to be held in the school hall at 6 pm on Wednesday 6th November.

Kind regards,  
The Friends

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