



Friends of South Wilts Grammar School Committee Roles

Every SWGS family automatically belongs to the Friends of SWGS: Working with the students and families to the benefit of the wider school community.

FoSWGS is led by the Committee, which is itself comprised of a Core Committee, the minimum positions required for the organisation to exist, supported by the wider committee undertaking specific roles and tasks, and ultimately all of the members.

Below the descriptions is a small organisational chart outlining the positions.

The Core FOSWGS committee positions are as follows. All the positions can be occupied on a shared (Co-) or lead-role & vice-role basis.

- **Chair**
- **Treasurer**
- **Secretary**
- **1000Club Coordinator**

The wider committee needs the following roles to run efficiently and share the workload:

- **Assistant Secretary/Media/Communications rep (website, social media)**
- **Events coordinator**
- **Refreshments coordinator**
- **Storage manager (we have a lot of kit)**
- **Class reps for year groups**

All members are encouraged, indeed needed, to volunteer to help run events throughout the year. Ideas and suggestions are always welcome through the website, email or Classlist messages.

FOSWGS Committee Roles – summaries of responsibilities

All positions are voted in at the AGM at the beginning of the school year, with a presumed 1-year commitment. However, individuals can volunteer to take a vacant post or take over a post at anytime in the year. The full details are in the Constitution.

CHAIR/co-chair leads the committee, ensuring the Parent's association is run in line with its

constitution and according to the wishes of all members.

Typical responsibilities:

- Setting meeting dates and locations (some will be online, others in person)
- Writing the agenda
- Managing meetings according to the agenda and remaining impartial while doing so
- Ensuring meetings are held fairly and contributions from everyone are welcomed.
- Writing the annual report for the AGM
- Delegating tasks to committee members and volunteers and ensuring these are carried out effectively.
- Being one of the trustees for the charity
- Getting to know members and welcoming and encouraging new volunteers.
- Drawing up the annual calendar of events
- Being the primary link to the school and representing the FoSWGS at School events – in conjunction with deputy or co-chair
- Ensuring the Association is registered with regulatory bodies, eg the Charity Commission, and submitting reports where necessary

VICE-CHAIR Supports the Chair in completing the above and may be asked to lead meetings in the absence of the Chair. While not required, it is assumed that the Vice-Chair will move into the role of Chair on departure of the incumbent.

TREASURER manages and controls funds according to the wishes of the committee.

Typical responsibilities:

- Reporting finances at meetings in a clear, concise way that all members can understand.
- Preparing a financial report for the AGM
- Maintaining up-to-date records of all the financial activity
- Organising floats for fundraising events
- Ensuring money is kept safely before and during events, and banking takings afterwards.
- Reporting income and expenditure information after events
- Managing Gift Aid claims
- Completing the Charity Commission annual return
- Organising the annual audit
- Managing finances on a day-to-day basis, including making payments, completing banking transactions and issuing bills and receipts
- Ensuring bank cards and cheque books are safely stored.
- Implementing procedures for making approved payments and claiming expenses and ensuring they're followed by all members.
- Paying out prizes to 1000Club winners

SECRETARY (Minutes)

Main purpose of role: To ensure the meetings run smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications.

Typical responsibilities:

- Working with the Chair (co-chair) to prepare for and run meetings.
- Preparing and circulating the agenda and reports before meetings and identifying outstanding items from previous meetings

- Helping the Chair in planning the AGM and preparing the annual report
- Taking minutes during meetings, typing them up, distributing them to committee members (once approved by the Chair and School Liaison) together with an action list and posting PDF copies on the website.
- Maintaining the records, including minutes and Committee member contact details

Assistant Secretary (Communications)

The Assistant Secretary supports the Secretary (Minutes) but in addition they also have the following responsibilities:

- Managing the Friends of SWGS email accounts (alongside the chair) – friendsofswgs@gmail.com & foswgs@swgs.wilts.sch.uk ; manage CLASSLIST & In particular manage the structure annually.
- Liaising with the online account holders (website and Facebook page, Insta & Twitter feed and Insight) to produce emails, social media posts, posters, flyers and banners.
- Maintaining the School-based noticeboard in the foyer
- Liaising with the local press and writing press releases

1000 club coordinator

- Manage enrolment of participants
- Ensuring dues are paid.
- Conduct monthly draws.
- In coordination with the Treasurer ensure prizes are paid.
- With permission of the winners, and in conjunction with Secretary (Comms), announce prize winners.
- In coordination with Secretary (Comms) promote the 1000Club online and at suitable events
- As a Core Committee member contribute to the management of fundraising monies.

Events coordinator (discos, fundraisers etc) leads on the management of the different events in which FoSWGS is involved, both in school and out of school

- The coordinator can lead the running of individual activities or appoint an Event Lead for a specific event. The following would then be shared with that event lead:
 - Coordinate with the School Liaison for school input, logistics (rooms, tables, banners) etc.
 - Coordinate with the School Finance Office for the issue of a TENS licence for any event involving the sale of alcohol. A minimum of 3 weeks' notice is required.
 - Make use of the 'Crib Sheets' available on the website
 - Ensure all paperwork is completed – safeguarding, roles and responsibilities etc
 - Coordinate with treasurer to ensure sufficient cash float is available for the event and a card device set up.
 - Promote on Classlist and coordinate parent volunteers with the year.
 - Maintain financial records for the event for the treasurer (e.g. purchase receipts)
 - Liaise with the Refreshments Coordinator to ensure the appropriate drinks (alcoholic and non-), and food are available.
 - Ensure that volunteers can support their own children at events in which they are performing.
 - Coordinate (through the School Liaison), the exact role of the volunteers and ensure that sufficient seats are provided for volunteers to watch performances.

Refreshments coordinator

- With the Events Coordinator, clarify the role that FoSWGS is fulfilling, selling refreshments, donating refreshments, providing sweet or savoury snacks etc.
- Ensuring purchase of required food and drinks.
- Maintaining a log of the drinks and food in the FoSWGS cupboard (in coordination with the Storage Manager)
- With the Events Coordinator, School Liaison, & Treasurer, ensure a TENS Licence is in place to cover the event.
- All purchase receipts need to be handed to the treasurer for reimbursement.

Storage manager (we have a lot of kit)

- Maintain oversight of FoSWGS owned items and supplies.
- Coordinate distribution of items and supplies as needed to Event Leads or Event Coordinator and ensure its return!
- In conjunction with Event Leads/Coordinator and Refreshments Coordinator, distribute food and drinks from the stores as required, and their replacement or replenishment for future events.
- There are currently 3 areas of onsite storage for FoSWGS and one offsite.
 - The key refreshment items (as well as lanyards, signage, forms & stationery) are stored in cupboards to the right before the staff room off the main school reception area.
 - The cups and saucers and coffee machine are stored in a cupboard opposite the refreshment cupboard under the yellow hi- vis coats.
 - There is a big storage cupboard in the maths block to the right of the side door (opposite the staff room). The keys for this cupboard are stored in a drawer behind reception (the keyring also hold the float box key). In this cupboard we store:
 - FOSWGS TROLLEY & gazebo (requires pins and weights)
 - Alcohol and other drinks, Snacks and sweets – manage expiry dates and stock numbers.
 - Smarties collection boxes
 - Glasses & reusable cups, jugs, punchbowls, ladles etc
 - Bins and cooler boxes
 - Props and decorations for proms and Christmas fairs
- Further offsite storage locations to store additional props, requiring coordination for access.

Class reps for year groups

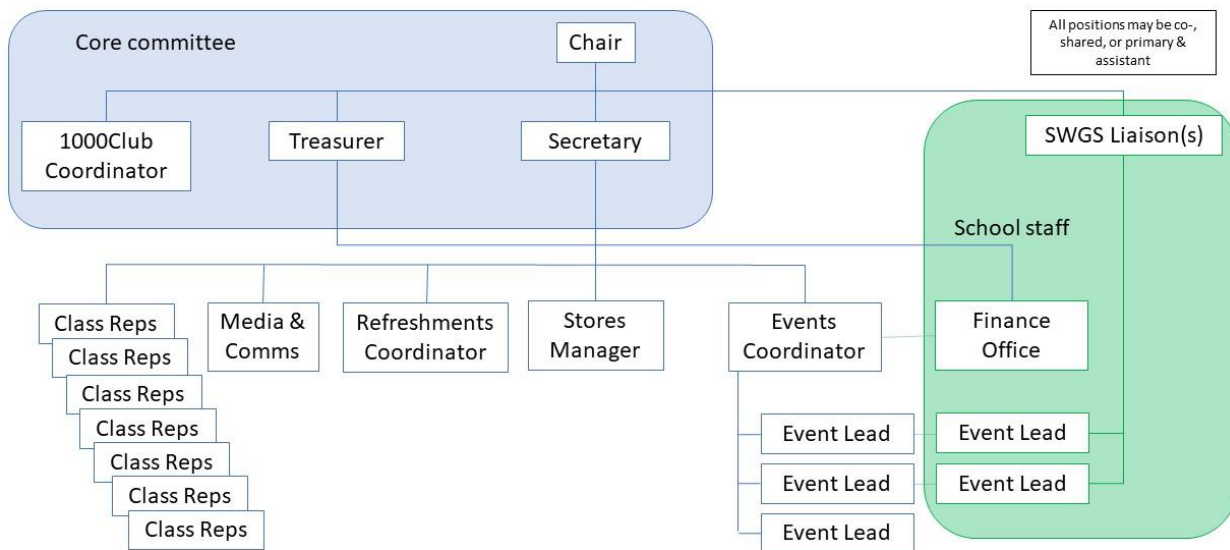
- Communicate with parents within their year group and feedback to FOSWGS committee; ideas, concerns, general questions, anything!
- Help coordinate volunteers for social functions.
- Coordinate donations for raffles (Christmas & Easter) & help promote new initiatives.
- Help arrange year group or class events as wanted by those group.

School Liaison role (fulfilled by a member of staff, included for completeness).

Typical responsibilities:

- Briefly reporting on the work of SWGS at FOSGWS

- Being the point of contact for the core Committee members via email or meetings as relevant
- Attending FOSWGS meetings
- Collating SWGS funding requests
- Reporting on use of FOSWGS funding
- Supporting the Chair of the Committee in drawing up the annual calendar of events
- Working with the Events Co-Ordinator to ensure that events in school run smoothly
- Taking responsibility for bulk uploads to Classlist and the 'silent moderation' role in Classlist



Full details of the structure of FoSWGS and coordination with the School are available in the Constitution and the Working Arrangements (latest editions).