

**Friends of St Thomas More  
Committee Roles – 2022/23**

<b>2022/23 Committee</b>	Helen Richardson – Chair Ravi Taggar –Treasurer Jodi Flannigan –Secretary Natalie Alexander – Social Inclusion Officer
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### **1.0 Chair**

Main purpose of the role: To lead the committee, ensuring FSTM is run in line with its constitution and taking into consideration the views of all committee members.

The chair's responsibilities

- Chairs and facilitates meetings in a manner that encourages everyone to contribute.
- Sets the date and agenda for meetings and keeps the discussion on track.
- Delegates tasks to committee members.
- Ensures decisions are implemented.
- Liaises with the school about fundraising priorities.
- Welcomes and motivates new volunteers.
- Is a designated signatory on the FSTM bank account.
- Ensures FSTM is registered with regulatory bodies eg, the Charity Commission, and submits reports where necessary.

At the AGM

- Writes the annual report.

### **2.0 Treasurer**

The treasurer controls the FSTM funds in line with the committee's decisions as well as charity law. They make sure upcoming events are affordable and profitable and report financial information to the rest of the team.

The treasurer's responsibilities

- Manages the day-to-day finances.
- Keeps a detailed and accurate record of FSTM's financial activity.
- Reports on the finances at meetings in a clear, concise way.
- Arranges floats for events.
- Ensures money is kept safely before and during events.
- Banks the takings from events and fundraisers.
- Makes Gift Aid claims.
- Implements procedures for making payments and claiming expenses.
- Completes the Charity Commission annual return (if registered).
- Gets accounts audited where necessary.

At the AGM

- Prepares the financial report.

### 3.0 Secretary

The secretary ensures that FSTM's activities run smoothly and in accordance with its policy guidelines. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

The secretary's responsibilities

- Assists the chair with planning meetings.
- Communicates with the school and committee members, including circulating the agenda before PTA meetings.
- Takes minutes at meetings, recording the key points, decisions made and relevant action points.
- Manages communication between the committee, volunteers, school and school community.
- Prepares the publicity for events, including flyers, posters and tickets.
- Ensures meetings have enough attendees to form a quorum.
- Keeps records.
- Shares information.

At the AGM

- Helps the chair prepare for the meeting and takes minutes on the day.

### 4.0 Social Inclusion Officer

The FSTM social inclusion officer acts as the point of contact for volunteers, and is the liaison between FSTM and the school. They ensure that everyone who wants to get involved can do so.

#### Responsibilities

- Recruitment of volunteers.
- Coordinates with volunteers for and at events.
- Encourages participation and enthusiasm for the events organised by FSTM.
- Assists with organising and planning of events.
- Communicates with the school office, school community and volunteers, including circulating the agenda and minutes before and after FSTM meetings.
- Undertakes appropriate administrative duties; emails, flyers/posters, newsletters, keeping the FSTM web page up to date and completion or update of any relevant paperwork or records.
- Assists with and implements any procedural changes or updates.
- Supports and work closely with the chair, secretary and treasurer as and when required.
- Encourages equality, diversity and an inclusive attitude within FSTM; keeping the environment open and friendly.
- Encourages different ways of thinking; keeping the environment creative, innovative and diverse.
- Ensures no discrimination within FSTM.
- Ensures all volunteers have the opportunity to get involved.
- Welcomes, engages, and motivates new volunteers.