

Committee Member Roles

FOBS AGM and Committee Member Roles for Election

The next FOBS AGM is on Friday 27th June 2025 at 14:30 in the school's main hall. As is protocol, all current committee members step down and an election will be held to fill these roles. There are eight positions available;

Chair

Vice Chair

Secretary

Treasurer

4 x Other 'Ordinary' Committee Members

The key responsibilities of each role have been summarised in the attachment.

By providing the committee role descriptions, we hope to create equal awareness and opportunity for everyone, and recognise that the recruitment of new committee members is important in creating a positive culture of new ideas and fresh approaches.

If there is anything further you would like to know, or to register your interest or make a nomination for any position, please email: FOBS@broadchalke.dsat.org.uk.

A *minimum* of 20 people will be required to attend this meeting in order to meet quorum and enable the formation of a committee for the 2025/26 academic year. Please do come along to ensure the continuation of this.

We look forward to seeing you there.

With many thanks

The FOBS Committee

Committee Member Roles

CHAIR: Main role & requirements

- ✓ Provide confident and assertive leadership
- ✓ Uphold the constitution and its necessary governance
- ✓ Sign approved minutes of the last meeting
- ✓ Set meeting dates and agendas
- ✓ Get to know and work closely with the rest of the committee
- ✓ Run meetings efficiently and impartially; ensure everyone is welcome and able to contribute
- ✓ Introduce and welcome new members
- ✓ Write the annual report for the AGM and Charity Commission statutory report
- ✓ Account Signatory
- ✓ Liaise with headteacher



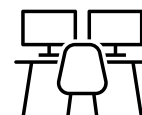
VICE CHAIR: Main role & requirements

- ✓ Provide invaluable support to the chair with leadership and deputise where necessary
- ✓ Support with leadership, enthusiasm, and energy
- ✓ Ensure all FOBS business is conducted in accordance with its representatives and the constitution
- ✓ Welcome, encourage and involve other parents
- ✓ Lead parental and wider school engagement



SECRETARY: Main role & requirements

- ✓ Ensure smooth running of FOBS with good organisation, communication, planning and record keeping
- ✓ Deal with correspondence
- ✓ Enable effective communication between the committee and the school office
- ✓ Take minutes at meetings and distribute them thereafter
- ✓ Assist with event bookings and arrangements
- ✓ Maintain association records, DBS and Charity Commission updates
- ✓ GDPR compliance



TREASURER: Main role & requirements

- ✓ Keep accurate, up-to-date financial records with basic bookkeeping
- ✓ Manage FOBS bank account and financial budgeting for the year
- ✓ Make approved payments, manage bills and receipts
- ✓ Present financial updates at each committee meeting
- ✓ Organise floats for events. Collect, reconcile, report and safely secure money raised
- ✓ Prepare Financial Report for AGM and Charity Commission's annual return
- ✓ Maintain charity registration
- ✓ Manage Gift Aid



OTHER 'ORDINARY' COMMITTEE MEMBERS (up to 4): Main role & requirements

- ✓ Support the committee officers and take on informal tasks
- ✓ Potentially head up sub-committees to organise key events
- ✓ Hold voting rights and influence decision making in committee meetings

