

FROSCS COMMITTEE

Following our AGM on 15th September 2015, the committee for 2015/2016 are:

CHAIR: Karen Nash

SECRETARY: Jessica Baber and Kathryn Musgrave

TREASURER: Helen Haberfield

JOB DESCRIPTIONS

CHAIRPERSON OF FROSCS

Job Purpose

To ensure that the business of FROSCS is conducted in accordance with the wishes of the representatives of FROSCS and to uphold the constitution.

Main Duties

- To chair FROSCS meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of FROSCS.
- To ensure that FROSCS business is conducted in an open and transparent way and that all relevant documents are posted on the FROSCS website.
- To make sure that FROSCS meeting agendas and minutes are completed and distributed in a timely manner.
- To support and authorise the work of the Treasurer and Secretary.
- To make sure that the leads for Fundraising events plan and prepare accordingly for their events and receive the required support to hold a successful event.
- To make sure that FROSCS obtains and holds the correct and appropriate licences for Fundraising events e.g. licences for the bar and sale of raffle tickets.
- To correspond with sponsors, FROSCS and the Headteacher when specific actions relating to FROSCS business are required.

SECRETARY OF FROSCS

Job Purpose

To fulfil and perform the secretarial duties required for the smooth running of FROSCS.

Main Duties

- To ensure a room is available in the School for FROSCS meetings.
- To ensure that FROSCS meetings are publicised in advance of the meeting on the school website and the school newsletter.
- To prepare meeting agendas by consulting with the FROSCS Chair.
- To take minutes at FROSCS meetings and the Annual General Meeting.
- To send out the FROSCS meeting agendas one week before the meeting and the minutes are completed and distributed within two weeks of the meeting.
- To ensure meeting records are properly maintained and minutes of FROSCS meetings are posted on the FROSCS website.
- To assist the Chair and Treasurer with specific requests which require formal written correspondence.
- To assist the Chair, Treasurer and sub-committees at fundraising events.

TREASURER OF FROSCS

Job Purpose

To maintain up-to-date records of all FROSCS financial transactions.

Main Duties

- Day-to-day management of accounts, including issuing bills and receipts on behalf of FROSCS and making payments.
- Prepare and update financial ledgers on a regular basis.
- Complete banking transactions on a regular basis.
- Organise the kitty for fundraising events, collect and reconcile monies raised at these events.
- Prepare and report financial statements at FROSCS Meetings.
- Prepare a concise Financial Report for the Annual General Meeting.