

FROGS committee member roles & responsibilities

Chair:

The role of the Chair involves:

1. Planning and running meetings – setting a date/time, advertising the meeting, and writing an agenda (in conjunction with the secretary).
2. taking the lead in ensuring that meetings are properly run and recorded
3. acting as a spokesperson for the charity
4. acting as a link between the committee and school staff
5. taking the lead on ensuring that trustees comply with their duties and the charity is well governed
6. taking the lead in ensuring that the charity is managed in a responsible way which complies with the charity's governing document and the law
7. Helping to motivate and support other committee members in fundraising activities

Treasurer:

The role of the treasurer involves:

1. keeping a record of all the bills coming in and payment going out;
2. Updating the rest of the committee on income and expenditure at each general fundraising meeting (bringing a copy of the bank statement to review).
3. making sure that payments are made on time;
4. Managing applications for Gift Aid on applicable donations.
5. Compiling the end of year treasurer report for the AGM (held in the first term of the academic year) which summarizes all income and expenditure for the previous academic year.
6. liaising with the charity's independent examiner or auditor to ensure the charity accounts are audited at the end of every academic year (only legally required if the charity's gross income is more than £25,000).
7. Ensuring the annual return for the charity is submitted to the charity commission for any year when the income of the charity is above the threshold of £10,000.

Secretary:

The role of the secretary involves:

1. Responding punctually to all correspondence, and keeping proper records.
2. Organising all meetings including booking venues, arranging refreshments, liaising with attendees to ensure they are informed etc.
3. Drawing up meeting agendas (in conjunction with the Chair) and circulating to all attendees punctually.
4. Taking accurate minutes during meetings, typing up and sending them out to all attendees in a timely manner.
5. Ensuring all office filing is kept up-to-date.
6. Supporting all committee and staff members, by ensuring the administrative function is efficient.