

CCS FRIENDS COMMITTEE CORE ROLES AND RESPONSIBILITIES

To ensure the effective running of CCS Friends, our committee has core officer / trustee roles, which are outlined below:

CHAIR

Main purpose of the role:

To lead the committee, ensuring CCS Friends is run in line with its constitution and according to the wishes of all members.

Duties and key 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
- Communicates with the school and committee members, including circulating the agenda before CCS Friends meetings
- Shares tasks across committee members
- Ensures decisions are implemented
- Liaises with the school about fundraising priorities
- Welcomes and motivates new volunteers
- Is a designated signatory on the CCS Friends bank account
- Writes the annual report and presents it at the AGM

VICE CHAIR

Main purpose of the role:

To deputise for the Chair and step into the role of Chair if they are absent or step down. The skills required for a Vice Chair are the same as for the Chair.

Duties and key responsibilities:

- The responsibilities of this role are to support the chair and accept delegated tasks to ensure the smooth running of the charity.

TREASURER

Main purpose of the role:

The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking, and making payments. They keep the committee updated with regular reports and ensure end of year reports are completed for the association's AGM and the Charity Commission annual return. A basic understanding of bookkeeping is advantageous and being organised with an eye for detail essential.

Duties and key responsibilities:

- Keeps up to date and accurate financial records.

- Presents financial updates at each committee meeting.
- Manages the CCS Friends bank account, holds the cheque book and internet banking details.
- Arranges changes of signatories on the bank account.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Arranges float for events, ensures money is kept safely before, during and after events, banks the takings from events and makes approved payments.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Prepares annual treasurers report for AGM and arranges an independent examination of the association accounts, if income criteria dictates.

Secretary

Main purpose of the role:

The secretary ensures that the PTA's activities run smoothly. They use their excellent communication and organisational skills to arrange meetings, take minutes and keep records.

Duties and key responsibilities:

- Completes the Charity Commission annual return and ensures details held by them are accurate
- Completes all Lottery returns to the local council after any "game of chance" events, i.e. raffles, annual return for CCS Friends Lottery etc.
- Ensures registration with the Commissioner's Office in line with GDPR regulations for the CCS Friends Lottery and ensures Privacy Notice publication
- Liaises with school and the committee social media member to ensure websites are up to date and accurate and are displaying correct information
- Takes minutes at meetings, recording the key points, decisions made and relevant action points
- Ensures meetings have enough attendees to form a quorum and follow the constitution
- Keeps records
- Shares information
- Ensures date of AGM is communicated to parents' a minimum 28 days prior to the meeting and takes minutes at the AGM

All of these roles have voting rights and represent the quorum of the committee.