



25<sup>th</sup> September 2020

Dear Parents and Carers,

**Friends of Monkfield Park Annual General Meeting (AGM) – Wednesday 21<sup>st</sup> October 2020 at 10am – Via Microsoft Teams**

Welcome to those of you who are new to the School. By now hopefully you know who we are, but just in case here's a quick summary. The Friends of Monkfield Park (FOMP) is a Parent/Staff/Friends Association that not only fundraises but exists to provide closer links between home and school. It is an excellent way to bring staff, parents and friends together socially in support of the school, working towards a common goal.

FOMP plays a vital part in the school community and all parents, as automatic members of our association, are invited to support our **AGM** which will be held on **Wednesday 21<sup>st</sup> October 2020 at 10am via Microsoft Teams**. This is your chance to hear and see how the funds you have helped to raise have been used for the benefit of the children at our school over the past year. If you would like to attend the meeting then please email us at [friendsofmonkfieldpark@gmail.com](mailto:friendsofmonkfieldpark@gmail.com) and we will send you the meeting joining details, the Agenda and any other relevant documents prior to the meeting.

The AGM is also an opportunity for you to elect the FOMP Committee, who represent the association throughout the forthcoming year. Nominations should be sent in advance of the AGM for anyone wishing to stand as an Officer or Ordinary Committee Member. We are looking to nominate a Chair, Secretary, Treasurer and at least one Ordinary Committee Member. The committee meet on a regular basis (socially distanced or online at the moment), at least once a term, with smaller working groups meeting as necessary for specific events. Please see the Role Outlines at the end of the letter for more information. We will also look to appoint Co-ordinators where possible to help with Second Hand Uniform (currently online sales), Stores, Recycling Initiatives and Social Media.

If you have any questions or would like any further information about being a Committee Member, please email us at [friendsofmonkfieldpark@gmail.com](mailto:friendsofmonkfieldpark@gmail.com). As FOMP is a registered charity, **all committee members automatically become Trustees of the Charity**. Before submitting your nomination form, please read the Charity Commission publication '*The Essential Trustee – What you need to know (CC3)*'. A copy of the booklet can be found on the Charity Commission website - <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Please email the included nomination form to [friendsofmonkfieldpark@gmail.com](mailto:friendsofmonkfieldpark@gmail.com) by Monday 19<sup>th</sup> October 2020. If there are several nominations for individual roles, then there will be a vote held at the meeting and the new committee announced before the close of the AGM.

This is an important meeting so please do attend if you are able to. We look forward to seeing you on the 21<sup>st</sup> October.

Yours Sincerely,

**Helen Hickmott – FOMP Chair and Mrs Howell – Acting Headteacher**

**NOMINATION FOR OFFICER/MEMBER OF THE FOMP COMMITTEE**

Nominee .....

For position of: Chair/Secretary/Treasurer/Ordinary Committee Member [Circle/Highlight one]

Nominated by .....

Email Address.....

Seconded by.....

Email Address.....

I ..... (nominee name) agree to my nomination for the position of

.....

Email Address.....

Date .....

Please return this form by Monday 19<sup>th</sup> October to [friendsofmonkfieldpark@gmail.com](mailto:friendsofmonkfieldpark@gmail.com) .

*The FOMP Committee has agreed that in these extenuating circumstances we will accept nominations via email without the hard copy signatures. Please ensure that email addresses are included for all nominees, people nominating and people seconding so that we can confirm nominations prior to the AGM.*

# CHAIR

## Main Purpose of the Role

To lead the committee, ensuring the Association is run in line with its constitution and according to the wishes of all members. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee (all committee members are automatically trustees of the association). To direct the meetings, making sure everyone's views are heard and everyone is involved in the meeting.

## Duties and Key Responsibilities

- Prepares for meetings (with the Secretary) setting the dates and agenda.
- Invites committee members, parents and staff
- Identifies outstanding items from last meeting
- Gets to know members and welcomes and encourages new volunteers
- Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Draws up the annual calendar of events
- Is the Association's primary link to the school, which includes agreeing on a wish list with the school leadership team
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed if the Association is charity commission registered
- Ensures any decisions made are clear, fit the objectives of the constitution, and by agreement of the committee
- Writes the annual report for the association AGM (with the Secretary)
- Can be a signatory on the bank account (along with at least one other committee member)
- Makes sure the association is GDPR compliant

## Key Skills

- **Confident and assertive** –able to control meetings and call to order when necessary, making sure everyone has an opportunity to speak.
- **Ability to remain impartial** – make sure contributions are brief and ensure everyone's views are respected.
- **Calm, friendly and approachable** – as the main point of contact for the Association for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- **Organised and able to delegate** – most associations have lots of activities going on and the Chair should make sure the workload is shared and tasks are completed as agreed.

# TREASURER

## Main Purpose of the Role

Although all committee members have equal responsibility for the control and management of Association funds, the Treasurer has an important role, making sure these duties are carried out properly. The Treasurer ensures accurate financial records are kept and best practice procedures are followed for counting money, banking and making payments. He or she should keep the committee updated with regular reports and ensure end of year reports are completed for the association's AGM and (if applicable) the Charity Commission annual return.

## Duties and Key Responsibilities

- Keeps up to date and accurate financial records.
- Presents financial updates at each committee meeting in a clear, concise way that all members can understand.
- Manages the Association bank account and holds the association cheque book.
- Arranges changes of signatories on the association bank account.
- Ensures all bank cards, cheque books and paying books are accounted for and obtained from any individual leaving the Association.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Makes approved payments.
- Organises floats for fundraising events
- Reports income and expenditure information after events
- 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.
- Completes the Charity Commission annual return.
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid).

## Key Skills

- **Basic understanding of book keeping** – able to maintain accurate records of income and expenditure.
- **Organised with an eye for detail** – big events involve counting a lot of small change. The Treasurer leads the 'money' team, making up floats and collecting money from various stalls.
- **Calm, approachable and a team player** – it's a busy role. The Treasurer must be able to remain calm during busy times and ensure he or she does not work in isolation by communicating regularly with the rest of the committee.

# SECRETARY

## Main Purpose of the Role

To ensure the Association runs smoothly and efficiently through the preparation and organisation of the committee's paperwork and communications. The Secretary supports the Chair to build effective communication links between the school and the association and maintains accurate records (see below).

## Duties and Key Responsibilities

- Prepares for meetings (with the Chair) and circulates the agenda/reports before meetings
- Takes minutes at meetings, recording attendance, action points, decisions and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Ensures there are enough committee numbers present at meetings to make up the quorum
- Manages communication between the committee, volunteers, school and school community, including writing emails, newsletters and social media content, which may involve liaising with school admin staff
- Prepares the publicity for events, including flyers, posters and tickets
- Maintains association records including minutes, member contact details and legal documents
- Makes sure that the association is GDPR compliant
- Updates trustee details with Charity Commission (as appropriate)
- Assists the Chair writing the annual report for the association
- May be a signatory on the bank account (along with at least one other committee member)
- Handles written and email correspondence received for the association

## Key Skills

- **Organised and efficient** – keeps accurate records in a format that can easily be handed over to successor.
- **Good listener** – able to identify key discussion points, actions and agreements at meetings to accurately record in minutes.
- **Calm, friendly and approachable** –able to communicate confidently with the school and committee.

## ORDINARY COMMITTEE MEMBER

The committee is made up of Officers and Ordinary committee members. The Officer roles are usually the Chair, Treasurer and Secretary. All other members elected to the committee are Ordinary Committee members.

The Ordinary committee members are equally responsible for the control of the Association, its property and its funds as the Officer roles. They are also trustees of the Charity and can be signatories on the bank account.

As a committee member they have voting rights in committee meetings to make decisions on behalf of the Association.

This role is a good introduction to the committee for those who wish to be fully involved in the Association but maybe are just finding their feet and don't want to commit to an Officer role.