



### JOIN THE TEAM!

As we embark on a new academic year, we invite you to join FOSS as a committee member. This is a fantastic opportunity for members of our school community to step into various roles, all of which are open for nominations.

These key roles will be voted on at our AGM/FOSS Planning Meeting on Wednesday, October 9th at 6pm.

The available roles include Chair, Vice-Chair, Treasurer, Secretary, General Committee Members  
Class Reps & Volunteers to help run our events

Over the next two years, many of our current committee members and volunteers, including the Chair and Secretary, will be stepping down as their children move on to secondary school. This makes it an ideal time to get involved, either by taking on a role or shadowing the current team to learn the ropes.

The funds raised through FOSS events significantly enhance the educational experience of our children at Stratford. Your involvement can make a big difference!

Join us and be a part of something special. We look forward to seeing you at the AGM!

Below are the details behind what opportunities there across the FOSS. If you are interested in joining the team, please complete the Google Form:

<https://forms.gle/Vq4TRcq6vJfKSikP8>

If you would like to speak to one of the current committee members about the roles, please drop an email to [friendsofstratfordschool@gmail.com](mailto:friendsofstratfordschool@gmail.com) or DM through Facebook

## **FOSS COMMITTEE ROLES**

### **Chair**

- Facilitates meetings
- Sets date and agendas of meetings
- Delegates task to committee members
- Ensures decisions are made
- Consults with school about fundraising priorities
- Welcomes new volunteers
- Ensures that FOSS is registered with regulatory authorities- charity commission and reports are submitted

### **Secretary**

- Assists chair with planning meetings
- Communicates with the school and committee members
- Circulates agendas
- Takes minutes- recording key points, decisions, and actions
- Manages communication between the committee, volunteers, school, and school community.
- Prepares publicity for events.
- Ensures meeting has enough attendees to form a quorum.
- Keeps records.
- Shares information.

### **Treasurer**

- Manages day to day finances.
- Keeps a detailed and accurate record of the PTS's financial activity.
- Reports on finances at meetings in a clear and concise way.
- Arrange floats for events.
- Ensures money is kept safely before and during events.
- Banks the takings from events.
- Implements procedures for making payments and claiming expenses.
- Complete the annual return to the charity commission.
- Gets the account audited where necessary.

### **Class Reps:**

- Represent your child's class, gathering ideas and feedback and share with the FOSS Committee
- Ensure messages are shared in Class WhatsApp groups.

### **Committee Members**

- Attend meetings
- Input into plans for the year
- Input into event planning
- Run events where desired
- Support in running of events
- Support in preparation for events- e.g. making signs or games

### **Other Opportunities**

- Join the bank of volunteers to be contacted when we run events to help out.
- Manage our social media.
- Create Posters
- Write our Newsletters.
- Buy Supplies and manage stock.
- Manage 2<sup>nd</sup> Uniform stocks and sales