



# FREDs committee roles

## Chair

The Chair provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda.

The Chair makes sure that new members feel welcome and their contributions valued, that issues are properly debated at meetings and an agreement is reached. The Chair should remain impartial in meetings and facilitate decision-making, but will have a casting vote in the event a consensus cannot be reached.

The Chair will work closely with the Treasurer and Secretary to ensure that FREDs is run effectively. The Chair will be one of two designated signatories and will approve expenses / payments on behalf of FREDs along with one other designated signatory.

## Main duties:

- Provide leadership;
- Be the main liaison between the FREDs and the School Senior Management Team;
- Set the agenda for meetings;
- Get to know members of the committee;
- Run meetings in an efficient and timely manner and ensure everyone is able to contribute;
- Sign cheques / approve expenses with one other committee member.



# FREDs committee roles

## Secretary

The Secretary is a key committee member as they are responsible for ensuring effective communication links between committee members and between FREDs and the school – forwarding of minutes, sharing agreements, cascading information promptly and as necessary. The Secretary will need to make bookings and other arrangements for events.

### Main duties:

- Deal with correspondence;
- Arrange meetings;
- Complete events forms for the school office;
- Prepare and distribute agendas;
- Take the minutes of meetings, type them up and distribute them (including on the website);
- Ensure all information on FREDs work is kept current and up-to-date, including the website;
- Encourage committee members to attend meetings.



# FREDs committee roles

## Treasurer

A key role for all committee members is to manage and control the funds FREDs raises. Although all the committee members have equal responsibility for the control and management of funds, the Treasurer plays an important part in helping the committee carry out these duties properly and with diligence. The Treasurer must maintain up-to-date records of all FREDs financial transactions.

### **Main duties:**

- Day-to-day management of accounts, including issuing bills and receipts on behalf of FREDs and making payments;
- Prepare and update financial ledgers;
- Complete banking transactions including payment of expenses in a timely manner;
- Organise floats for events, collect and reconcile monies raised at these events and report totals raised to the appropriate stakeholders;
- Ensure money raised at school events is kept safely until it can be banked;
- Prepare and report financial statements at FREDs meetings.



# FREDs committee roles

## **Comms / Marketing**

A vital role within the team is promoting and communicating the work of the FREDs. The Comms / Marketing representative must be an excellent communicator both in writing and in person.

### **Main duties:**

- Work closely with the Chair and Secretary to circulate information to parents via email, social media or text alerts;
- Preparation and distribution of newsletters and other communications;
- Create posters, flyers, tickets etc. for events;
- Publicise FREDs events and fundraising initiatives;
- Generate creative content for events or additional FRED activities.



# FREDs committee roles

## Events Coordinator

A vital role within the team is organising events for FREDs. The Events Coordinator must have organization skills and be able to communicate clearly and effectively with all involved, working closely with the Comms and Marketing committee member.

### Main duties:

- Ensure leaflets and posters are distributed ahead of time and displayed around the school where appropriate;
- Tracking and recording success of events, and reporting back to committee and school;
- Work closely with the Secretary to ensure event forms are completed as required and provided to the school in good time;
- Liaising with the Volunteer Coordinator to ensure enough volunteers for all FREDs events;
- Liaising with Comms / Marketing rep to ensure timelines for events are adhered to for social media, website etc.



# FREDs committee roles

## **Volunteers Coordinator**

A vital role within the team is organising volunteers for FREDs. The Volunteers Coordinator must have organization skills and be able to coordinate and manage volunteers, working closely with the Comms and Marketing committee member.

### **Main duties:**

- Collate names of volunteers for each FREDs event;
- Be the point of contact for volunteers for each FREDs event;
- Communicate with volunteers requirements (timings, location etc.) for each FREDs event;
- Work closely with the Secretary to ensure event forms are completed as required with volunteer information in order to be provided to school in a timely fashion;
- Liaising with Comms / Marketing rep to ensure timelines for FREDs events are adhered.



# FREDs committee roles

## Online Shop Coordinator

This is an essential role to manage the uniform and online FREDs shop.

### Main duties:

- Maintain the uniform shop in good order;
- Maintain Square Up to ensure that all stock is up to date;
- Liaise with Treasurer around refunds / invoices to be processed in a timely manner;
- Arrange visits to the physical shop in alignment with the school agenda and corresponding with parents;
- Recount stock at least once a term – update Square Up;
- Create pricing that is appropriate and review price list on an annual basis to ensure in line with external suppliers;
- Liaise with school about any uniform changes so that stock rotation can be possible.



# FREDs committee roles

## Committee Members

Committee Members work alongside the School to ensure FREDs is successful and as great as it can be. We need as many people as possible to come forward and volunteer to help out – any contribution is valued and all opinions count.

### Main duties:

- Attend FREDs meetings where possible;
- Get involved in planning, owning and running events;
- Run smaller projects where possible in order to help raise awareness and funds for FREDs;
- Encourage participation and interest for the FREDs events.

## Class Reps

Class reps play a key role in the smooth running of the FREDs activities. Their role is to cascade information to parents, drum up interest in events and volunteer as and when they can.

### Main duties:

- Attend FREDs meetings where possible;
- Cascade FREDs information to class parents;
- Collate any feedback from parents and share with the FREDs committee;
- Encourage participation from parents.

**We need representation across all year groups. New parents to the school will be warmly welcomed.**