

FoTV Committee Roles – Main Responsibilities have included:

Though each role has specific responsibilities, the work of the FoTV Committee is very much a TEAM EFFORT!

Chair

- ◊ Facilitate/chair the meetings of the FoTV
- ◊ Liaise with the Head Teacher attending meetings to discuss proposals/events, etc. (can be delegated as agreed)
- ◊ Support the Vice Chair by assisting with his/her workload and taking it on board in his/her absence.

Vice Chair

- ◊ Assist the Chair with leading Committee meetings
- ◊ Support the Chair by assisting with his/her workload and taking it on board in his/her absence
- ◊ Chair the meetings in the absence of the Chair person
- ◊ Support the Committee in all aspects of organising events and running of the FoTV.

Treasurer

- ◊ Keep financial accounts of all FoTV events
- ◊ Provide Committee income and expenditure details for each event
- ◊ Keep all receipts and paperwork for auditors in an orderly fashion
- ◊ Reconcile the FoTV Bank account on a regular basis (a minimum of once a month)
- ◊ Provide floats for events
- ◊ Make sure all money from events is properly counted and then banked (a minimum of 2 accountable Committee members required). In relation to Funday Sunday several Committee members are recommended.

Secretary

- ◊ Keep up-to-date records of all correspondence
- ◊ Draw up and distribute an agenda in consultation with the Chair
- ◊ Take minutes and write them up
- ◊ Distribute minutes within one week of the meeting
- ◊ Update and maintain class rep contact details
- ◊ Maintain communication with all interested parties via FoTV email account
- ◊ Manage the FOTV email account.

Responsibilities of all Committee members:

- ◊ Generate, research plan and coordinate fundraising event ideas
- ◊ Attend meetings
- ◊ Shop for and decorate events
- ◊ Liaise with local businesses or sponsorship/advertising sales
- ◊ Compile advertising
- ◊ If taken responsibility for a particular event, must see it through to the end.