

Chair of the Friends of John Ball

Qualities

The Chair provides leadership and needs enthusiasm, energy and, most importantly, the dedicated support of the PTA committee, teachers and parents alike. It is the Chairperson's responsibility to co-ordinate the organisation of all Friends events and to liaise regularly with the Headteacher to ensure the Friends are working in harmony with the school. It is an intensive role, which requires a tremendous commitment but can be an extremely rewarding experience.

Job Purpose

To ensure that the business of the Friends is conducted in accordance with the wishes of the representatives of the Friends, to uphold the constitution of the charity, and prepare and submit statutory reports to Charity Commission (as required).

Main Duties

1. To chair Friends meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of the Friends.
2. To ensure that business is conducted in an open and transparent way and that all relevant documents are posted on the Friends website.
3. To ensure that meeting agendas and minutes are completed and distributed in a timely manner – with the help of the Secretary.
4. To support and authorise the work of Friends members.
5. To prepare the Friends annual report for the Annual General Meeting.
7. To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support to hold a successful event.
8. To welcome and involve other parents/carers into the Friends.
9. To prepare fundraising updates and notification of events dates and news via JBuzz, Facebook and Whatsapp.
10. To correspond with the school when specific actions relating to Friends business are required.
12. To work with event/project committees to publicise and encourage involvement from entire school community.
13. To establish and keep up to date the occasional helpers contact list.

This role takes between 2 to 10 hours per week, so can be shared between a group of volunteers as co-chairs or chair and vice-chair.