



## The Role of The Chair(s)

### Qualities

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

### Job Purpose

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

### Main Duties

1. To chair charity committee 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 whole committee.
2. To ensure that charity business is conducted in an open and transparent way and that all relevant documents are communicated appropriately.
3. To ensure that charity committee meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of charity committee members.
5. To prepare the charity 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 and carers into the committee.
9. To prepare a monthly bulletin for the newsletter with fundraising updates and notification of events dates.
10. To correspond with sponsors, the committee and the Headteacher when specific actions relating to committee business are required.
11. To communicate to all parents and carers, wider school and community about meetings, news and events via flyers, posters, newsletters, website and Facebook.
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 volunteers contact list.

