



## FRIENDS OF SOUTH HARRINGAY – CHAIR ROLE

<p><b>Role of Chair, general:</b></p>	<p>The role of the chair is to lead meetings of the trustee board.</p> <p>Additional roles of the chair sometimes include:</p> <ul style="list-style-type: none"> <li>• supporting and supervising the volunteers on the board and acting as a channel of communication between board and school</li> <li>• acting as a figurehead for the charity (for example, representing it at functions, meetings or in the press).</li> <li>• leading on the development of the board and making sure that its decisions are carried out.</li> <li>• taking urgent action (but not decision-making unless authorised) between board meetings when it isn't possible or practical to hold a meeting.</li> <li>• to assist the other members with the day-to-day running of the association. This role can be done either by one individual or by two co-Chairs</li> </ul>
<p><b>Main purpose of the role:</b></p>	<p>The Chair directs the meetings, making sure everyone's views are heard and everyone is involved. The Chair should ensure all members of the committee/trustees are familiar with their role and responsibilities. The Chair is the main organiser/leader and point of contact for all matters related to FOSH.</p>
<p><b>Trustee:</b></p>	<p>As one of the committee members, you will be registered and recorded as a trustee for the FOSH association on the Charity Commission's website</p>
<p><b>Duties and key responsibilities of current Chair:</b></p>	<ul style="list-style-type: none"> <li>• Prepares for for the AGM (with assistance from the Secretary) and all meetings and sets the ground rules for those meetings</li> <li>• Suggests items for the agenda and suggests goals for the year (with assistance</li> </ul>

	<p>from the events organiser and with the School)</p> <ul style="list-style-type: none"> <li>• Contacts and invites all members, parents and staff (including designing and circulating all flyers, posters etc. and posting items on Classlist)</li> <li>• Liaises with the School and the events team and creates a “wish list” for the committee to agree what to fund for the coming year</li> <li>• Delegates tasks to other members and volunteers and checks they are completed</li> <li>• Assists Secretary with updating trustee details with Charity Commission (as appropriate) and the submission of the annual return; writes the annual report for the association</li> <li>• Ensures any decisions made are clear, fit the objects of the constitution and by agreement of the committee</li> <li>• Ensures committee fulfils its role in respect of governance as set out in the constitution, for example, holding an AGM, election of committee (in conjunction with Secretary and Treasurer)</li> <li>• Applies for any licences (for example alcohol licences) for events</li> <li>• Signatory on the FOSH bank account</li> </ul>
<p><b>Amount of time needed to dedicate to the role:</b></p>	<p>Fairly substantial, though many jobs can also be delegated</p> <p>As a minimum, the committee has to hold one AGM a year and no less than three meetings in each academic year, which the Chair will need to plan for and direct. This role can be done by a working parent but it is more time intensive than any other role on the committee</p>
<p><b>Length of role:</b></p>	<p>Once elected, the Chair will be expected to hold office until the next AGM</p>
<p><b>Skills:</b></p>	<p>Passion, confidence and commitment! Ability to remain impartial and make sure all contributions and views are</p>

	<p>respected</p> <p>Ability to control meetings</p> <p>Calm, friendly and approachable – as the main point of contact for FOSH, the School and parents will largely be in contact with you, rather than the other committee members</p> <p>Organised and able to delegate</p>
<p><b>What the current Chair says about the role:</b></p>	<p><i>“The Chair role is great for those with a passion to keep the PSA going and to shape its future.</i></p> <p><i>Whilst this is a key job, the role is still flexible and you can make it into whatever you want it to be and fit it around work and childcare.</i></p> <p><i>It will give you an opportunity to build relationships with other parents and with school staff and it looks great on your C.V. if you are taking time out from work but eventually want to return to the workplace. Not to mention the fact that it has given me huge joy over the past few years to see the happy faces our events create and the fabulous things we have paid for through the PSA’s fundraising which the School could not otherwise afford.”</i></p>