



COMMITTEE MEMBER OVERVIEW

a. Becoming a Member

- To be a Member of the FOTS Committee a candidate must volunteer at the AGM, or alternatively any other successive monthly FOTS meeting.
- Once deemed a 'Member' it is expected the Member will attend regular monthly FOTS meetings, at which they will have speaking and voting rights (including at the AGM) and take a leadership role in FOTS events and fundraising activities.

b. Cessation of Committee Membership

- A Committee Member shall cease to be a Member of the committee:
 - On resignation in writing to the Secretary and/or President or
 - After missing two consecutive monthly meetings without an apology being tendered to a member of the Executive Committee.

EXECUTIVE COMMITTEE ROLE DESCRIPTIONS

President Role Overview

The role of the President is to provide the principle leadership and responsibility of the organisation and the Committee. He/she is a leader not the "boss".

Attributes – The President should:

- Be well informed of all organisation activities and can provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be forward thinking and committed to meeting FOTS objectives.
- Have good working knowledge of the Constitution and the Operations Manual (including the rules and duties of executive committee members).
- can work collaboratively with other committee members.
- Be a good communicator and listener. Be aware of the interests of members and other interest groups.
- Be a good role model and have a positive image for the organisation and Browns Bay School.
- Have good computer skills.

- Be comfortable with public speaking.

Specific duties and responsibilities include, but are not limited to:

- Planning and chairing meetings in consultation with the secretary and other executive officers.
- Ensuring meetings run per the agenda and the constitution.
- Ensuring fair discussion - give all an opportunity to speak.
- Ensuring activities are sanctioned by principal.
- Working with the treasurer to ensure financial accountability.
- Act as a signatory for the committee for legal and financial purposes.
- Ensuring decisions are carried out – follow up.
- Encouraging parents to get involved.
- Helping parents feel welcomed at the school.
- Assisting in the development of partnerships with BOT sanctioned sponsors and funding agencies.

Vice-President Role Overview

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.

Attributes - the Vice President should:

- Be well informed of all organisation activities and able to provide oversight.
- Be a person who can develop good relationships internally and externally.
- Be willing to step in for the President where needed including chairing meetings.
- Be forward thinking and committed to meeting the overall goals of FOTS.
- Have a good working knowledge of the Committee Constitution, rules and duties of office bearers.
- Can work collaboratively with other Committee Members.
- Be a good listener and attuned to the interests of members and other interest groups.
- Be a good role model and a positive image for the organisation.
- can raise concerns with the President where they arise.

Specific duties include but are not limited to:

- In the event of the President being unable to fulfil his/her duties to step into that role.
- In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively.
- Being an alternate signatory for FOTS for legal purposes and financial purposes.
- Assisting the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Sub-committees.
- Coordinating planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required.
- Representing FOTS at meetings and forums as agreed with by the

- President.
- Other duties as nominated by the President and / or Committee.
 - Assisting in the development of partnerships with BOT sanctioned sponsors and funding agencies.

Secretary Role Overview

Attributes - the Secretary should:

- be organized
- have good computer skills
- be a good communicator – with good writing abilities
- can keep confidential matters confidential.

Specific duties include but are not limited to:

- Maintain records of the Committee and ensure effective management of FOT's records both in hard copy and online management of FOTS Google Docs account.
- Manage Minutes of Committee meetings, including recording the and ensuring minutes are distributed to members shortly after each meeting and no later than 7 days.
- Development of the agenda in consultation with other Committee members and distribution prior to the meeting.
- Being sufficiently familiar with all current FOTS documents to note applicability during meetings.
- Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements.
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained.
- Ensure that the records are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records.
- The Secretary ensures that official records are maintained of members of FOTS and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- Provide an up-to-date copy of the Constitution if requested.
- Ensure that proper notification is given of FOTS meetings.
- Manage the general correspondence of the Committee except for such correspondence assigned to others. To bring to the attention of other committee members any useful ideas or potential fundraising items.
- Help and lead the Committee in providing systematic communication from the Committee to FOTS members and other relevant stakeholders including potential new members (send FOTS welcome email outlining role of committee and FOTS helpers with Operations Manual attached).
- To look at all emails delivered to the FOTS email address and to reply to emails and/or to forward them on to the appropriate FOTS committee member.
- Updates to the FOTS Facebook page in conjunction with members of the school such as the Principal, IT specialists etc. Listing upcoming FOTS items, reminders of events or things happening at school.

- Updates to the school website in conjunction with members of the school such as the Principal, IT Specialists etc.
- Contacting potential new members of the FOTS committee in a timely manner from information given out with new entrant Information.
- Maintaining a database of FOTS Committee members contacts, FOTS Helpers etc.

Treasurer Role Overview

Attributes - the Treasurer should:

- be organized.
- have good computer skills.
- be a good communicator.
- comfortable analysing and presenting financial data.
- have some accounting or related experience – ideally GST experience.
- can keep confidential matters confidential.

Specific duties include but not limited to:

- Maintain the electronic Cashbook and hard copy financial records.
- Manage online banking.
- Pay all invoices and reimbursements, send invoices and receipts.
- Discretionary Fund duties – manage payments and keep track of the budget.
- Prepare and deliver a financial report at each FOTS meeting.
- Including: The bank account balances, summary of income and expenses, and full breakdown and tracking of each fundraiser.
- Treasurers Report can be emailed to secretary before the meeting for inclusion in the agenda or after the meeting (within 1 week) for inclusion in the meeting minutes.
- When changes are made to the executive office holders, update records with the bank, IRD, and Charities Services.
- Complete IRD requirements, including 6-monthly GST returns and payments.
- Complete the Charities Services annual return and performance report.
- Provide assistance obtaining floats for fundraising events.
- Provide assistance with budgets and money counting for fundraising events.
- Keep supplies of banking admin forms up to date and restock when needed (event codes, cash/cheque summary forms, requisition forms).