

## Friends of Marylebone Boys School

### Open Committee Roles, 2019-2020 Academic Year

The Friends of Marylebone Boys School (the MBS parent association) are looking for an enthusiastic chairperson (or 2 co-chairs to share the role) to lead the FMBS Committee, and a secretary, for the academic year 2019-2020. All committee roles are voluntary.

Below are the role descriptions for both positions. If you're interested in applying for one of the roles, please email [friends@maryleboneschool.org](mailto:friends@maryleboneschool.org) by Friday 10 May and tell us a little bit about yourself, why you're interested in the role, and what value you feel you would bring to the Friends as an organisation as well as to the parent body by being a member of the Committee.

[In the event of multiple applications, anonymised candidate statements will be shared with the parent body so that those interested can cast votes for their preferred candidates]

#### Chairperson

Interested candidates should have a positive, can-do attitude and be comfortable in a leadership role. They should feel passionate about developing the whole-school community by leading parent engagement in school life.

#### Role Description

The Chair provides leadership for the FMBS committee, is the Friends' primary contact to the Head Teacher, sets the agenda for & manages committee meetings, and upholds the Friends' constitution.

The Chair encourages active membership growth through outreach to the parent body and the active engagement of existing volunteers, helping to ensure that all members feel welcome, are active, and their contributions valued.

The Chair works closely with the Treasurer and Secretary to ensure that the Friends is run effectively. As an Officer of the committee, the Chair will be one of the designated signatories and will authorize expenditures on behalf of the Friends along with other designated signatories.

#### Key responsibilities:

- Encouraging parents and carers to become more involved in the life of the school by organising and/or motivating others to organise a range of social events.
- Acting as a key conduit between the school leadership team and the parent body to support the school to achieve its goals, including for fundraising.
- Leading parent body volunteers to ensure the Friends have a solid focus and direction.
- Representing the parent body externally, for example at local events and/or to community leaders.

- Devising a strategy to ensure the future success of the Friends
- Encouraging the recruitment of new volunteers
- Establishing an annual plan of events and/or activities that meet the school's aims and are within the resources available to the Friends.
- Ensuring regular meetings are held, including the Friends' Annual General Meeting.

## **Secretary**

Interested candidates should have a positive, can-do attitude and be highly organized. They should feel passionate about developing the whole-school community by helping to grow parent engagement in school life.

### **Role description**

The Secretary is responsible for ensuring effective communication links between committee members and between the Friends and the school.

The Secretary deals with all correspondence the Friends receive, manages inboxes and contact lists, and helps the Chair ensure that committee meetings run smoothly. Building up a good relationship with the school administrative staff will help make sure that correspondence flows in a timely manner between the two organisations.

The Secretary will help make arrangements for the Annual General Meeting (AGM) and help the Chair prepare relevant materials. They may also support arrangements for Friends events.

### **Key responsibilities:**

- Monitoring the Friends' inbox and making sure items are dealt with promptly
- Arranging Friends' meetings where necessary, including the AGM and selected events
- Take AGM minutes and ensure Committee meeting actions are documented and distributed
- Support the Chair in preparing materials for the AGM and other meetings as required
- Ensure Friends' communications to parents are prepared and distributed in a timely manner