 **The role of the FOBS Chair**

The Chair provides leadership of the FOBS committee. The role benefits from energy, enthusiasm and, most importantly, the dedicated support of the committee and volunteers. It is the Chairperson’s responsibility to co-ordinate the organisation of the fundraising events and to liaise regularly with the Head teacher to ensure that FOBS is working in harmony with the school. It is a role that requires a degree of dedication and commitment but it is a very rewarding experience and provides you with a lot of fun.

**Examples of the work of the Chair**

1. To chair FOBS meetings, ensuring they run smoothly and efficiently; are on time and are run in an inclusive and friendly way. Also the Chair is responsible for assuring that decisions taken at meetings are carried out accordingly.
2. To ensure that FOBS is operated in an open and transparent way and that all relevant documents are available to whoever may be interested.
3. Working with the Secretary to make sure that meeting agendas and minutes are completed and distributed to the committee in good time.
4. To support and authorise the work of the other members of the committee. In this sense the chair delegates tasks to other members of the group and makes sure these are completed.
5. To prepare the annual report for the Annual General Meeting.

6. To draw up a yearly programme with the committee.
7. To coordinate the organisation of fundraising events, making sure all the events are advertised in good time, there is a risk assessment for each event, and that there are enough helpers to run the event successfully.
8. To welcome and involve other parents and carers into the committee or collaborating in the various events.

9. To communicate to parents and carers about meetings, news and events via the school newsletter, emails, letter home, flyers, posters, etc.

10. Liaise with the Head-teacher on dates for events throughout the year and how money raised will be spent. The final decision has to be taken by the committee.

**Typical FOBS Events per school year**

(These are decided by the committee during the meetings)

* Back to School BBQ
* Three Discos (Halloween, Valentines and Summer)
* Christmas: Christmas Cards, Christmas Raffle and refreshments at Christmas Faire.
* One big event around Easter time (e.g. Mini-marathon, Grow a Pound, Family Fortunes…)
* 1 Film night
* Bags to School (twice a year)
* Sports Day refreshments

**THIS ROLE CAN BE EASILY SHARED BETWEEN TWO PEOPLE**