

Dear Parents and Carers,

Friends of Bushmead AGM: Thursday 16th October 19:30 Small Hall

Our current Friends of Bushmead committee will be standing down at the Annual General Meeting scheduled for Thursday 16th October 2025. We'd like to thank them for all their hard work, dedication, and the many events and opportunities they've helped bring to our school community.

For FOB to continue as an active charity new volunteers are required to join and keep it running. In particular, the following officer roles need to be filled.

Chair

- Prepares for meetings, suggesting agenda items
- Ensures meetings are run inclusively and efficiently
- Delegates tasks to other committee members and volunteers, and checks they're completed
- Liaises with the school
- Ensures the committee fulfils its role in governance of the association- as set out in its constitution
- Ensures any decisions made are clear, fit the objectives of the association, and are made by agreement of the committee
- Writes the annual report for the association
- Writes the Chair's report for the AGM
- Can be a signatory on the bank account

Treasurer

- Keeps accurate, up-to-date financial records
- Manages the bank account
- Manages different payment platforms
- Ensures best practice procedures are followed for counting and banking money after events
- Makes approved payments
- Prepares the annual Treasurer's report for the AGM
- Completes the relevant Charity Commission's annual return
- Manages Gift Aid (or assists the committee member responsible for managing Gift Aid)

Secretary

- Prepares for meetings
- Takes minutes at meetings, recording attendance, action points, decisions, and proposals
- Circulates approved minutes, along with a reminder of any actions agreed
- Handles the association's correspondence

General Committee Members

General committee members have the same voting rights as officers in committee meetings, allowing them to make decisions on behalf of the association. The roles of general committee members offers a good introduction for those who wish to be fully involved, but perhaps don't want to commit to an officer role.

If you are interested in getting involved or would like to find out more about what the roles involve, please contact us at friendsofbushmead@outlook.com

We encourage anyone who is enthusiastic, supportive, and keen to make a difference to come forward – no previous experience is necessary. If we are unable to fill these roles then unfortunately the committee will become dormant with no further events taking place.

Thank you for your continued support. Together, we can ensure that FOB continues to thrive!

Friends of Bushmead