

Elmtree First School Parent/Teachers Association (Elmtree Friends and Family)

Committee Roles

Being an Elected Officer

As an elected officer of Elmtree Friends and Family (EFF), you become a Trustee of the registered charity, Elmtree First School Parent/Teachers Association. Elected officers are the Chair, Vice-Chair, Treasurer and Secretary. Our Headteacher is automatically also a trustee of the Elmtree First School Parent/Teachers Association.

Trustees are the people responsible under our governing document (Constitution) for controlling the charity's management and administration and for ensuring the charity uses its money only on the activities set out in our Constitution.

The main tasks involved in being a Trustee are to:

- prepare for and attend EFF Committee Meetings
- attend our Annual General Meeting and any extraordinary meetings
- participate in meeting discussions and making decisions
- maintain proper financial control and ensure accountability
- act in the best interests of EFF

1. Chair's role

The Chair is a Trustee so everything outlined in Point 1 above applies to this role. There are also specific tasks for the role of Chair, which are to:

- co-ordinate planning for EFF events and activities
- ensure that Committee decisions are acted upon
- chair ordinary meetings and the Annual General Meeting
- compile an annual report of EFF's activities

2. Vice-Chair's role

The Vice-Chair is a Trustee so everything outlined in Point 1 above applies to this role. There are also specific tasks for the role of Vice-Chair, which are to:

- support the Chair in planning meetings, events and activities
- ensure the Committee decisions are acted upon
- deputise for the Chair when needed.

3. Treasurer's role

The Treasurer is a Trustee so everything outlined in Point 1 above applies to this role. There are also specific tasks for the role of Treasurer, which are to:

- monitor and report on the financial position at committee meetings
- produce the necessary financial reports and returns
- ensure proper records are kept.