

FOGMS Roles

Chair

An enabler that leads call to action in monthly get together focused on upcoming events.
Writes x2 yearly fogms newsletters keeping school community updated.
Files end of year charities commission summary report.
Meets with school to align on fundraising priorities.
Counter signs expenses.

Secretary

Admin whiz notes of action points in our monthly meeting to be uploaded on googledocs.
Circulates reminder of notes in advance of our next monthly catch up prompting people of any outstanding actions.

Finance

Number cruncher reporting monthly on the bank balance, expenses and predicted income.
Highlighting event P&L and a breakdown of revenue (much of which comes electronically through our sumup card readers now rather than cash)
Processing expenses from events.
Filing the annual accounts for the charities commission

Events manager

Chief hussler assigning people to deliver particular tasks in each event- such as marketing, comms, H&S, licence, helpers.
Event plans are now held centrally on googledocs so people can work through the "to do" list.

Marketing

A creative marketer with an eye for detail that. can mock up posters/ marketing collateral that can be printed or advertised online.
Uses their creative talent to assist with twice yearly FOGMS newsletter.
Advertises FOGMS events on local facebook/ social groups.

Communications

Calling for an enthusiastic person with good diary management.
Accountable for sending communication of events out on parentmail (via the school office) or by printed copy.
Also circulating comms on whatsapp group and sending reminders.

Health and safety and alcohol licencing

Accountable for making sure our events are compliant and meet H&S requirements.
These requirements are listed on googledocs so you can access the forms per event.

Event helper

Happy to be on our "friends" list to be called upon to assist at events when needed.
You are not committed to do any particular or number of events.