



Chairperson's Roles and Responsibilities

Overview

It is the Chairperson's responsibility to co-ordinate the organisation of all FOW events and to liaise regularly with the Headmaster to ensure that FOW is working in harmony with the school.

Job Purpose

To promote a positive partnership with the school for the benefit of all Westbourne pupils. To ensure that the business of FOW is conducted in accordance with the wishes of the representatives of the FOW. To provide leadership within the FOW organisation.

Main Duties

1. To chair FOW meetings, ensuring they are effective and that decisions taken at meetings are carried out in a manner that reflects the needs and wishes of the representatives of FOW.
2. To ensure that FOW business is conducted in an open and transparent way.
3. To ensure that FOW meeting agendas and minutes are completed and distributed in a timely manner.
4. To support and authorise the work of FOW members.
5. To oversee the formation of sub-committees for fundraising events and make sure they prepare accordingly for their events and receive the required support to hold a successful event.
6. To welcome and involve other parents into FOW.
7. To promote and circulate, via the Friday Flyer, fundraising updates and notification of events dates.
8. To correspond with sponsors, the FOW and the Headteacher when specific actions relating to FOW business are required.
9. To communicate to all parents, wider school and community about meetings, news and events via the Friday flyers, posters, newsletters, website and Facebook.
10. To work with event/project committees to publicise and encourage involvement from entire school community.
11. To establish and keep up to date the occasional helpers contact list.