



CHARTER FOR FRIENDS OF DOHA COLLEGE (Academic Year 2022/23)

1. Introduction

- 1.1 This charter aims to provide information on the scope, purpose and general procedures which applies to all involved in the Friends of Doha College and its activities. It also helps to ensure clarity of responsibility and the safeguarding of all members and sections.

2. Establishment and Name

- 2.1 There shall be established in Doha, in the State of Qatar, a volunteer led organisation, affiliated to Doha College, known as the Friends of Doha College (the “FDC”).

3. Purpose and Objectives

- 3.1 The main *purpose* of the FDC shall be:
- 3.1.1 Community engagement and support, and
 - 3.1.2 Raise funds for activities or projects that support the overall objectives and vision for Doha College.
- 3.2 The *objectives* of the FDC shall be to:
- 3.2.1 To support and promote Doha College, and help foster relations within the school, as well as the local and wider communities;
 - 3.2.2 To provide an opportunity for its members to meet on a regular basis and to exchange ideas, information, plans and activities related to its purpose;
 - 3.2.3 To assist Doha College by organising events, fund-raising or other; and
 - 3.2.4 Liaise, where relevant, with all FDC members and any other suitable individuals and organisations in furtherance of the above objectives.
- 3.3 The FDC shall not engage in any activity of a political nature or interfere with the management or running of Doha College.
- 3.4 The FDC will comply with all the relevant laws, regulations and other local customs issued from time to time by the State of Qatar.

4. Structure

The FDC shall comprise the following:

- 4.1 FDC Members
- 4.2 FDC Committee (voting rights)
- 4.3 FDC Representatives (voting rights)
- 4.4 FDC Volunteers (no voting rights)

5. Membership

5.1 There shall be *five* categories of membership:

- 5.1.1 Current Doha College Staff;
- 5.1.2 Parents / guardians of children who are attending or have attended Doha College;
- 5.1.3 Grandparents of children who are attending or have attended Doha College;
- 5.1.4 Pupils or former pupils of Doha College; and
- 5.1.5 Corporate, Associate and Honorary membership.

5.2 Those eligible for *Corporate* or *Associate* membership are:

- 5.2.1 Any citizen or resident of the State of Qatar who expresses an interest in supporting the FDC and who formally applies, and is then accepted as a member by the FDC Committee at the time of application.

5.3 Those eligible for *Honorary* membership are:

- 5.3.1 Any person that in the sole opinion of the Committee demonstrates a proven commitment to the development of the FDC.

5.4 There shall be no restriction on the number of FDC members. Every FDC member is welcome to make his or her contribution to the FDC in any manner they wish, as long as it is in accordance with this charter. The committee reserves the right to review every application and every form of nomination submitted. The committee alone, will decide whether any such form or nomination is to be accepted. The committee shall have the absolute discretion to revoke any membership, it and will not be obliged to disclose the reason for its decision.

5.5 Representation from Primary and Secondary known as “FDC Representatives” will be part of the FDC. These representatives will be elected by vote either at an AGM or prior to the meeting in a manner deemed practical.

6. Terms of Reference - FDC Committee

6.1 The affairs of the FDC will be administered by a committee of members plus the Principal of Doha College and/or other members of the Doha College Senior Leadership Team (“SLT”), who shall be *ex officio* with no voting rights and are entitled to appoint a substitute to attend any meeting in their absence.

6.2 The Committee *shall*;

- 6.2.1 Designate the officers of the FDC, which shall include but not be limited to the Chair, Vice Chair, Secretary, Treasurer, and Marketing Officer. These officers will be elected from nominees made at the AGM or during the next FDC meeting should any vacancy arise;
- 6.2.2 Be responsible for the planning of FDC policy, programme and events;
- 6.2.3 Be responsible for accepting or rejecting applications for membership;
- 6.2.4 Be responsible for the formal accounting of FDC funds, and in conjunction with the Finance Department of Doha College, ensuring all financial responsibilities are discharged;
- 6.2.5 Establish its own rules for the conduct of its business and amend such rules as

appropriate;

6.2.6 Be responsible to appoint one or more committee members to act as *Approval to Pay* signatory on all funding request forms and petty cash forms. (These signatories will generally be the Chair and Treasurer.);

6.2.7 Authorise a committee member, with approval of the Chair and Treasurer to request a maximum of QAR 2,000, for the sole and exclusive use of a named FDC project. A petty cash form will have to be completed and submitted for this express purpose. Any such approved requests will be made known to the committee at their next meeting by the Chair, or in his/her absence the Treasurer. Where such a request has been made, the person receiving the funds in advance of any project must ensure all receipts for the expenditure are passed to the Treasurer at the next meeting to enable full reconciliation of accounts; and

6.2.8 Not borrow money for any purpose whatsoever.

6.3 The Committee *may*:

6.3.1 Appoint sub-committees as needed for any of their projects, such sub-committees disbanding on the conclusion of the project;

6.3.2 Allow its members to be invited, or they may volunteer to sit on these sub committees; and

6.3.3 Insist on all activities of these sub-committees being carried out in accordance with the objectives of the FDC and at the discretion of the Committee.

6.4 At the start of each academic year, no less than three FDC members will attend events such as Parent Welcome meetings, recruitment open days across all campuses, to provide an introduction and welcome to the FDC. The dates for these should be agreed with the school leadership team before the last meeting of the previous year. All flyers should be produced and printed before the end the academic year

6.5 In addition, two members of the FDC will be expected to be available by each school reception area on the first 2 days of any new school year, to provide a welcoming contact point for any new parents.

7. Funds and Funding Requests

7.1 There is no membership fee payable by any member.

7.2 The membership year will mirror the academic year, May to April subject to MOE changes.

7.3 The FDC will raise funds through its various activities. Funds raised will then be used for approved funding requests and to meet any administrative and other costs that the committee shall from time to time incur. All monies raised will be deposited with the Finance Department, as soon as practical, and the “depositor” will receive a receipt from the Finance Department confirming the amount banked and the reason for the deposit. This receipt should then be passed on to the Treasurer at the next meeting. If there is any delay in the hand-over, an email must be sent to the Treasurer to ensure the timely maintenance of the accounts.

7.4 All funding requests must be submitted on the FDC Funding Request Pro-forma. In order for any request to be considered, it must be approved by relevant Assistant Head and then by the LG. Should any request not be approved by both before being submitted to the FDC for

consideration, the request will be returned. Where there is insufficient information on the Funding Request form, it will be returned to the originator. Any funding requests in excess of 5,000 QAR, must demonstrate that three quotes have been obtained. Funding requests shall be considered at each monthly meeting provided the funding requests have been approved and submitted to the committee at least 2 weeks before the meeting. Once the completed funding request forms have been received by the committee, a list of proposed requests will be shared with all committee members.

- 7.5** Voting will be by a simple majority vote, with the Chair having the casting vote in the event of a tie. The decision of the committee will not be subject to review or appeal, unless there is new or additional information which had been omitted from the previous request. This revised submission will then be considered at the next funding request meeting.
- 7.6** Any funding requests with a value greater than QAR 20,000.00 (Twenty Thousand Qatari Riyal) or more shall be approved by a vote of the Parents and Staff. Such a vote will take place at a meeting of the FDC. Parents and Staff who cannot attend such a meeting must be given the opportunity to vote prior to the meeting in a manner deemed practical.
- 7.7** The committee will be permitted to approve requests up to the amount held in FDC funds at that time, being mindful to retain a working capital of QAR 30,000 at all times. Once a request has been approved by the committee, the request form will be signed and stamped by the Chair or Treasurer and then returned to the person who made the request. A list of all approved requests will be emailed to the Finance Department to ensure that only funds that have been agreed by the committee will be released for a purchase.
- 7.8** The committee retains the absolute right to reject any proposal and may choose whether to disclose the reasons to the proposer or not. Where a request has been rejected by the committee, the proposer shall not be precluded from submitting the same request again at a later date.
- 7.9** The LG/or Board of Governors can object to, and overturn a vote on, the use of FDC funds if it is deemed by them that such expenditure:
- 7.9.1 Falls outside of the aims of this charter;
 - 7.9.2 Involves an excessive degree of ongoing maintenance and/or an unreasonable financial cost for maintenance;
 - 7.9.3 Hampers the implementation of any part of the school curriculum or school vision and development plans; and/or
 - 7.9.4 Does not comply with the [Health and Safety policy](#) of Doha College.
- 7.10** Once a request has been approved, the amount approved is final, any shortfall will need to be sourced from alternative budgets. It will then be up to the proposer to liaise with the Finance Department to arrange procurement and delivery of the goods. For any approved request the funds will be available until the end of the academic year that the request was submitted in. If the funds have not been claimed before 31st August, the funds will be returned to the FDC working capital fund.
- 7.11** All proposers must be mindful that the purpose of FDC funds is not to alleviate parental finances but to enrich the learning environment of pupils at Doha College, regardless of site or year group.

8. Meetings

- 8.1** The meetings of the FDC will take place on a monthly basis, except in the run-up to any major event when the meetings will be held at intervals deemed appropriate by the FDC Chair.
- 8.2** All committee members are expected to attend at least two thirds of all meetings in any one academic year. Members who do not attend meetings and/or do not participate in the activities of the FDC may be asked to stand down from their position by the Chair of the FDC and/or the Principal. In the event the FDC Chair does not attend all meetings, he/she may be asked to stand down from their position by the Principal and/or Chair of the Board of Governors. Any member requested to stand down cannot nominate themselves at any future AGMs.
- 8.3** At least 1 member from the LG will attend all meetings of the FDC.
- 8.4** Five (5) persons capable of voting at a meeting of the FDC shall constitute a quorum for such meetings.
- 8.5** All committee members are invited to suggest items to be included on the agenda for discussion and/or voting.
- 8.6** The Secretary will send, via email, the agenda and a copy of the minutes of the previous meeting ahead of each meeting. This will also include any other documents that will be discussed at that meeting.
- 8.7** All members are asked to indicate their attendance to fdc@dohacollege.com ahead of any meeting.
- 8.8** The quorum of any meeting shall not fall below five voting members. If the Chair is notified, ahead of any meeting, that there will only be five or fewer members in attendance the meeting may be cancelled at the discretion of the Chair.
- 8.9** Each meeting will be Chaired by the FDC Chair. In his/her absence either the Vice Chair or any other officer of the committee will Chair the meeting.
- 8.10** The Secretary will record details of each meeting. This record will include but is not limited to the following items - presence, apologies sent, outstanding matters from previous meetings, topics discussed and any action points, AOB.
- 8.11** Once this record has been drafted the Secretary will pass it to the Chair for review before it is sent to the committee members and the LG for onward communication to the parent body.
- 8.12** The date of the Annual General Meeting (AGM) and the activities calendar shall be shared with the Board of Governors through the Safeguarding and Communities Sub-Committee (SCC). Communication to the SCC will be through the Clerk to the Board of Governors.
- 8.13** The FDC shall prepare a report in the form of a few slides to the SCC providing an update on FDC activities, planned events and/or any support that is required from the Board of Governors.

9. Annual General Meeting

- 9.1** The Annual General Meeting (AGM) will take place in the first week of the third term of the school year.
- 9.2** Attendance at the AGM is open to all members i.e. parents, teachers, grandparents, former pupils etc.
- 9.3** Anyone who wishes to join the FDC committee as a full-time member should contact the Chair via fdc@dohacollege.com two weeks prior to the AGM. The list of interested parties will be circulated to the committee prior to the meeting. Access to the College FDC email address shall be provided to the Chair and one other committee member.
- 9.4** Officers for the FDC will be elected in a simple voting process from members in attendance at the AGM.
- 9.5** Existing officers may be re-elected however any officers requested to stand down shall not be considered for re-election
- 9.6** Where there have been insufficient nominations, prior to the AGM, those present may choose to elect officers from those present.
- 9.7** The FDC Committee and the FDC Officers will serve for one year. Members and officers are able to stand for re-election.
- 9.8** If, for any reason, once elected at the AGM an FDC officer is unable to serve the full term, a replacement should be sought and elected at the next meeting following the resignation (this may not always be at an AGM. This newly elected officer will then serve the remaining term of the original officer).
- 9.9** The agenda for the AGM will include, but is not limited to:
- (i) The annual report of the FDC;
 - (ii) Achievements for the year; and
 - (iii) Details of income and expenditure.
- 9.10** Where possible an Auditor should be appointed from for the membership of the FDC. This should be a person of good standing who shall agree to act in this capacity on a pro bono basis.
- 9.11** Six (6) weeks' notice will be given to the school community of the date of the AGM.
- 9.12** Each FDC member is permitted to attend and vote.
- 9.13** Election will be based on a simple majority basis and no proxy votes will be permitted.
- 9.14** In the event of a tie, the Chair will have the casting vote.

10. Information

- 10.1** Although the FDC operates outside of the EU, being a British Community School, the FDC will endeavor to operate within both laws that govern the UK and Qatar, this includes the new General Data Protection Regulation 2018.
- 10.2** Where any personal data is held for the explicit purposes of the FDC, sponsor contacts or parent volunteers, the FDC will be make it as easy for individuals to ask for their name to be removed as it was for them to join the database. Access to any database will be restricted to those who need access for operational reasons.
- 10.3** At no time will any member of the FDC be given access, neither should they request access to the parent database held by Doha College. Where any mailing needs to be sent from the FDC, this will be done in conjunction with the Principal's PA and Front Office Manager.

11. Use of the name "Doha College" and associated logo

- 11.1** No member of the FDC shall have any rights in respect of any trade names or trademarks of the Doha College or the goodwill associated therewith. No FDC member shall, without prior written approval of the committee use the FDC Trademarks, or associated trade names, in such a manner to cause confusion or perceived ill-will.
- 11.2** It is hereby confirmed that Doha College holds all the intellectual rights (including copyright and trademark rights) in its name, logos, acronyms and related goodwill.

12. Data

- 12.1** It is an on-going condition of membership of the FDC, that no member shall use any data relating to other members of the FDC, the LG or Doha College staff or the Board of Governors which is contained in or available through any database, website, publication directory issued or operated in respect of the FDC for purposes of unsolicited bulk mailing or marketing.
- 12.2** For these purposes unsolicited bulk mailing shall mean the sending of a message if the recipient has not verifiably granted explicit permission for it to be sent.
- 12.3** For the avoidance of doubt membership of the FDC does not constitute permission from or by any member to be sent messages by another member.
- 12.4** The purpose of this rule is not to prevent the use of the membership data for networking and direct contact purposes in the furtherance of FDC activities, but to prevent mass-mailings and other unsolicited marketing tactics which target all or a section of the membership with information and/or offers and promotions for which the recipient has expressed no interest directly and which have not been endorsed by the FDC. Should any member be in any doubt regarding whether a proposed use of the membership data is in breach of this rule, clarification from the FDC Committee must be sought in writing.

Any breaches of these rules will result in the member being expelled from the committee.

13. Audits and Finances

- 13.1** The financial year of the FDC shall commence on 1 May and end on 31 April the following year.
- 13.2** The committee will arrange for the accounts of the FDC to be audited at the end of each financial year.
- 13.3** The Honorary Auditor/Treasurer will then present this report to the AGM.

14. Grievances

- 14.1** Any Parent who is unhappy with any issue arising from the FDC, or any of its activities, or projects, is in the first instance to raise all such complaints with the Chair of the FDC. Should this not result in a satisfactory outcome, the Parent may then follow the school [complaints procedure](#) with said complaint. The Board of Governors should be approached if the Parent has pursued the previous two steps without a satisfactory resolution.

15. Amendments to the Charter

- 15.1** An amendment to the FDC Charter can be made at any time to reflect any change or further development of the FDC.
- 15.2** The amendment may be proposed and seconded by any committee member.
- 15.3** The secretary will include details of the proposed amendment on the agenda for the next planned FDC Committee meeting.
- 15.4** Any amendments will be adopted by securing a two-thirds majority vote.
- 15.5** In the event of a tie, the Chair will have the casting vote.
- 15.6** Proxy votes will not be accepted.
- 15.7** Should any proposal be rejected, it cannot be raised again until the next AGM.
- 15.8** Once accepted, the amended charter will be published on the Doha College parent communications portal.

Version Control

Last updated 30/04/2023

APPENDIX A

Role Descriptions

FDC Chair

Overall

- Leading the committee and the organisation to enable it to fulfil its purpose.
- To ensure an effective relationship between:
 - the committee and the school/volunteers
 - the committee and the community
 - the committee and the LG

Acting as a spokesperson and figurehead as appropriate.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions.
 - Business is dealt with and decisions made.
 - Decisions, actions and deliberations are adequately minuted with clear actions and with a record of those responsible for the actions.
 - The implementation of decisions is clearly assigned and monitored.

Ensure adequate support and supervision arrangements are made for the volunteers reporting to the committee.

Organise the process for a successor before the term of office finishes.

Provide status updates for Board Meetings.

Both the Chair and the Vice Chair will report to the Full Board meetings as/if required.

Qualities

- A willingness to lead the FDC.
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge.
- Has the relevant skills to run a meeting well.
- Is impartial in letting all views be heard.

FDC Vice Chair

The main role of the Vice Chair is to preside over meetings when the Chair is absent. The responsibilities of the Vice Chair are to:

- Stand in for the Chair if s/he is away
- Assist the Chair with matters between meetings
- Deal with specific tasks or issues as defined by the Committee (for example, Chairing meetings)
- The Vice Chair needs all of the skills that make for an effective Chair as described above. Therefore, it is important to pay as much attention to the choice of the Vice Chair as to that of the Chair. Remember that on occasions, due to illness, family circumstances, or the like, the Vice Chair may be asked to fill the role of Chair on more than a temporary basis.

FDC Treasurer

The main role of the treasurer is to maintain a financial overview of the FDC

The annual accounts, bank account and petty cash are maintained by the Doha College Finance team. The treasurer will work closely with the College Finance Department.

- Understand and present the financial report prepared by the Doha College Finance Manager to the FDC committee
- Ensure that the financial resources of the organisation meet its needs
- Advise on the financial implications of any new projects
- Ensure FDC committee and representatives are aware of the requirements for spending FDC funds
- Request and manage cash floats for all FDC events
- Safeguard and reconcile revenues from events for verification by the Doha College Finance Manager

The treasurer should be good at figures, understand accounts, and able to explain accounts in layperson's terms.

FDC Secretary

The role of the secretary at its most basic is to keep accurate minutes of meetings, although its responsibilities are frequently wider and more substantial.

The responsibilities of the secretary are to:

- Help the Chair to plan meetings and produce and distribute agendas
- Organise the logistics of meetings
- Take and distribute minutes
- Deal with committee correspondence.

In an organisation with no paid staff the role of secretary is critical, and someone who is efficient, pays attention to detail and has good administrative skills.

Keeping accurate minutes is a learned skill; minute takers do not need to record every word said, yet they need to record more than just the decisions made. There need to be clear actions in the minutes and also those responsible for carrying out those actions need to be highlighted. The Secretary would work closely with all Committee members to ensure the minutes and the agenda is emailed out to the whole parent body to ensure transparency. It is important for them to note when key decisions on expenditure are being made in meetings so that any interested parent is able to attend and vote on this.

FDC Marketing Officer

The Marketing Officer is responsible for publicity relating to the FDC, such as posters, leaflets, email, texts, Internet, social media and other media used to advertise the FDC's activities.

Specifically the officer is responsible for:

- the production of the termly FDC Newsletter which contains information about fundraising events and progress on FDC projects.
- Liaise with the College Marketing department to advertise FDC activities and projects.

The Marketing Officer should carry out these duties in consultation with the Committee.

The officer is also responsible for all publicity outside of FDC in relation to the FDC's activities, contacting members of the media and other people deemed appropriate by the Committee.