

## Joining the Friends Council

Joining the Friend's Council is very rewarding and a great way to really get involved with the LEH community and learn more about the school, its ethos and how it operates on a day to day basis. It's not all about fundraising, although that is an added benefit of some events. Our main aim is to bring families together and create a sense of cohesion, inclusivity and belonging for our LEH families. Some people say they are put off joining the Council as it will be hugely time consuming but please be assured that most of the roles are not onerous and most involve event management which we do as a team in a supportive and collaborative way. There is always plenty of help and guidance from other Council members and support from the Class rep team and other parents is always part of the collective team effort. Some events run repeatedly each year but we do welcome fresh ideas and suggestions on fundraisers and socials.

We can have a maximum of 19 parent members and have three Council meetings a year, usually on the first Monday of each term which we ask members to attend. Headmistress Mrs Cole, Barbara Parsons (a school governor), Dr James (Deputy Head of Senior School) and Mrs Mortimer (Head of Juniors) may also attend each meeting on behalf of the school and together we discuss and plan events, receive updates on our finances and membership, our roles and responsibilities and the school's annual Wish Lists along with any larger donations for school projects.

There will be email discussions amongst council members on occasions between meetings. In addition, we ask for volunteers to help at induction and welcome events, pastoral evenings and events but there is no expectation that you have to attend every event The Friends organise. We also try to meet socially for coffee or drinks from time to time or at some of the events.

## Roles and responsibilities

**Chair** - chair meetings, set agenda, Chair's report for annual accounts, speak at relevant events, website liaison, new council members recruitment, Friends publicity and updates such as The Red Review, liaison with school for event dates.

**Vice chair** - support the Chair in all tasks and stand in where necessary.

**Secretary** - taking and circulation of council minutes and other papers, submission of Annual return to Companies House and Charity Commission, maintaining a record of the details of Council members including dates of joining and contact details.

**Treasurer** - maintenance of accounting records, setting up bank mandates, preparation of annual and quarterly accounts, preparation and submission of returns to reclaim tax to Inland Revenue. Organise floats on request from event organisers.

**Assistant treasurer** - assist Treasurer as and when required.

**Membership secretary** - annual reconciliation of membership records to funds received. To include Swim/Tennis club membership as well as Friends membership.

**Class rep co-ordinator** - class rep recruitment and liaison, Classlist invitations to new joiners, distribution of Friends messages to Class reps via email or Classlist, encourage support for the Friends.

**Second hand uniform sales organiser** - organise sales of secondhand uniform at junior and senior schools at induction days and other occasions during the academic year. Organise collections and storage in school in allocated cupboards. Liaise with Finance office and the Junior and Senior libraries as they benefit from the profits of sales directly.

**Autumn event organiser** such as comedy night - lead and co-ordinate the event liaising with comedy club, facilities, catering and school office for Trybooking link for ticketing.

**Christmas Bazaar coordinator, internal stalls** - liaise with class reps over all arrangements regarding class stalls at Christmas Bazaar

**Christmas Bazaar, external stalls coordinator** - liaise with school office regarding Trybooking link for stall holders to book pitches, invite and recruit stall holders, plan locations for all stalls and negotiate and be single point of contact for stall holders before and during the Bazaar.

**Christmas raffle** - acquire prizes, and gambling licence, organise ticket printing, flyers, publicity for donations and ticket sales through class reps, distribution of tickets and preparation of the raffle stall for the Christmas Bazaar.

**Senior carol service mulled wine and mince pie reception organiser** - organisation of the mulled wine, non-alcoholic alternative and mince pies to be served after the Senior Carol Concert.

**Quiz night organiser** - organise event including Trybooking link with School office, publicity, facilities, catering and quiz masters.

**Junior school disco organiser** - organise two discos in the Junior School, book DJ, provide snack, drinks and organise parent helpers to set up, help at the discos and clear up.

**Sports towel sales coordinator** - liaise with the school office for Trybooking link for towel sales, attend induction days to promote sales and assist parents with ordering using school iPads. Ensure distribution of towels prior to start of term.