

## Join the Friends of Millfields

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The aim of 'The Friends of Millfields' is to raise funds for the school by organising fund-raising events during the year which are enjoyable for pupils, parents and staff. The Friends of Millfields are made up of parents, carers and teachers.

The Friends meet informally once a month for a chat and to arrange fundraising events such as Christmas and Summer fairs, storytelling evenings, Easter and McMillan coffee mornings and discos for all the children to participate in. These events provide lasting memories for the children and promote and encourage the community spirit which is so vibrant at our school. All the events raise additional money which goes back into the school to help support each and every child at Millfields.

The Friends have new roles for parents/carers to undertake in order to help organise the events and suggest new ideas for future events. The roles are -

### Chair

- Provide leadership for the committee by working directly with the school
- Project manage the events including recruiting volunteers
- Pre-plan the planning meeting dates and events calendar, setting the agenda for meetings and managing meetings in line with the agenda
- Sign off minutes from previous meeting and cascade these to all members
- Ensure that all new members feel welcome and their contributions valued
- Ensure smooth running of meetings. The Chair must remain impartial and make sure that all parties have a voice and the opportunity to participate in decision-making
- Work closely with the Friends to ensure the group runs effectively
- Write the annual report in collaboration with the Vice Chair and Secretary

### Vice-Chair

- Deputising for the Chair when necessary, the Vice-Chair helps to ensure that the committee and all of the events continue to run smoothly
- Support Chair to project manage the events including recruiting volunteers
- Draw up annual events calendar programme in consultation with the Chair
- Prepare meeting agendas by consulting with the Chair
- Actively recruit new members to join Friends of Millfields
- Lead parent and wider school community engagement
- Support Chair with the annual report for the Annual General Meeting

### Secretary

- Booking Friends of Millfields planning meetings and confirming arrangements
- Preparation and distribution of newsletters and other communications to parents
- Preparation of publicity flyers, posters and tickets for events
- Take the minutes of meetings, type them up and distribute to Friends members
- Track the action points arising from the minutes
- Dealing with correspondence
- Support the Chair and Vice Chair with the Annual General Meeting

## Treasurer

- Day-to-day management of accounts, including issuing bills and receipts on behalf the Friends of Millfields and making payments
- Prepare and update financial spreadsheets on a regular basis
- Complete banking transactions on a regular basis
- Organise floats for fundraising events, collect and reconcile monies raised at these events and report totals raised to the appropriate members
- Ensure funds raised at school events are stored safely after an event
- Prepare and report financial statement at Friends of Millfields meetings
- Prepare a concise Financial Report for the Annual General Meeting

## Publicity Officer

- Draft regular communication newsletters for approval from Chair and Vice-Chair
- Work closely with the school office to circulate information to parents via letters, email, website and social media
- Manage the Friends of Millfields notice board to ensure information is kept up to date
- Publicising Friends meetings and fundraising events
- Liaising with the local press to get press coverage of events
- Actively recruit new members to join Friends of Millfields

## Friends of Millfields Members

- Regularly attends Friends meetings
- Gets involved in planning, owning and running elements of the events
- Encourages participation and enthusiasm for the events

If you would like to put yourself forward for a role within the Friends, please complete the below slip and hand into the school office or bring with it you to the Easter Bonnet Parade. All nominations must be received by **Friday 7<sup>th</sup> April 2017**.

Name:.....

Email Address: .....

Role/s:.....

**Please note:** on Wednesday 26<sup>th</sup> April at 18:30pm the Friends will meet at Millfields First School to allocate the roles. You must be available for this meeting in order to secure a Friends role.