

FRIENDS OF STONAR

CODE OF CONDUCT

This Code of Conduct sets out the responsibilities of all key participants of the Friends of Stonar and should be read in conjunction with the Constitution.

All Members (including Members of the Friends of Stonar, Class Representatives, Committee Members and Officers)

- All Members are expected to act at all times with consideration, courtesy and respect towards each other and members of the school community.
- All work done on behalf of FOS is voluntary and is done for no personal gain.
- All Members will act in the best interest of FOS and the school.
- All Members will be encouraged to make relevant and positive contributions to meetings they attend. All Members have the right to be heard and must respect each other's opinions.
- Any Member with a conflict of interest should make the Chair aware of it withdraw from any discussion pertaining to that subject at meetings.
- All members must respect the School and personal property.

Should it be deemed by the Committee that any Member has disregarded this code or their actions have brought the FOS or the school into disrepute, the Committee has the right to exclude that member from future involvement. The Committee will act within the rules of Constitution in this regard.

The Chair

Duties and key responsibilities:

- Ensures the committee fulfils its role in respect of governance of the association as set out in the Constitution, for example holding an AGM and election of the committee
- Ensures sure all Committee members are familiar with the Constitution, and their role and responsibilities as a committee member
- Prepares for FOS meetings with the Secretary and suggests items for the agenda
- Chairs all FOS meetings including:
 - Identifying outstanding items from the last meeting
 - Introduces new members attending
 - Sets the ground rules for meetings and makes sure they are inclusive and efficient
- Delegates tasks to other members and volunteers, and checks they are completed
- Liaises with the school and requests proposals for the committee to agree what to fund
- Ensures any decisions made are clear, fit the objectives of the constitution, and are by agreement of the committee
- Writes the annual report for the association (with the Secretary)
- Is a signatory on the FOS bank account (along with at least one other committee member)
- Together with the Secretary, monitors the Friends of Stonar gmail account and responds to Member emails as appropriates

The Chair should attend at least six Committee meetings per year.

The Secretary

Duties and key responsibilities:

- Prepares for FOS meetings (with the Chair), including:
Invites committee members, parents and staff
Suggests items for the agenda
Prepares and circulates the agenda and reports before the meeting
- Takes minutes at FOS meetings, recording attendance, action points, decisions and proposals.
Helps the Chair keep the meeting on track.
- Circulates approved minutes to Committee Members and Class Reps, along with a reminder of any actions agreed
- Ensures the publication of any other information about FOS activities to the school community and/or the Committee as appropriate (e.g. through email, school newsletters, flyers, banners, etc)
- Maintains the FOS records including:
Contacts details of Committee Members and Class Reps
Minutes of Meetings and Reports presented at meetings
Checklists and guidance notes for carrying out events
- Assists the Chair writing the annual report for the association
- In consultation with the Chair, Monitors the Friends of Stonar email account and responds to Member emails as appropriate.

The Secretary should attend at least six Committee meetings per year.

Any items emailed through to the FOS email address may not be answered immediately. All committee members work on behalf of the FOS on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the Committee and if necessary will be added to their next meeting agenda.

The Treasurer

Although all committee members have equal responsibility for the control and management of the Friends of Stonar funds, the treasurer's role is to ensure these duties are carried out properly. The position of Treasurer is always held by the school's Bursar to ensure a permanent link between the Committee and the school.

Duties and key responsibilities:

- Ensures the Committee fulfils its Constitutional responsibilities for the financial management of Friends of Stonar funds.
- Ensures best practice for the keeping financial records.
- Ensures best practice procedures for counting and banking money after events are in place and followed.
- Manages the FOS bank account and holds the cheque book.
- Arranges changes of signatories on the FOS bank account.
- Is a signatory on the FOS bank account.
- Makes payments approved by the Committee.
- Ensures procedures for making approved payments and claiming approved expenses are followed by all committee members.
- Presents financial updates at each committee meeting.

- Prepares annual treasurers report for AGM

The Treasurer should attend at least six Committee meetings per year.

Committee Members

It is important that all Committee members and Officers conduct themselves professionally and ethically in pursuit of the Objectives.

The Committee will work to the rules stated in the Constitution. The committee may from time to time consult with the wider membership, however the Committee's decision is final.

All paperwork and assets relating to the FOS are the property of FOS, and not that of the individual. When leaving the FOS a member should return any relevant paperwork or assets to the FOS Committee.

Committee members should attend at least one Committee meeting per term.

Class Representatives (Class Reps)

Class Reps play a key role in ensuring that the Friends of Stonar achieves its social and fundraising Objectives.

Duties and key responsibilities:

- Assists the Committee in the timely dissemination of Committee minutes, agendas and meeting notices, to their class or year group.
- Compiles a contact list of parents in the class/year and, with the consent of those parents, circulate this to all class parents.
- Actively promotes FOS events and activities to parents/carers in the class/year
- Assist at FOS events and actively recruit volunteers amongst the class parents to assist at FOS events such as the summer fete, bonfire night, FOS Christmas concert etc.
- Attends FOS meetings (with voting rights if they are also a Committee member).
- Arranges social events for parents in that class/year group.

Prep class representatives may also like to organise Christmas or leaving presents/cards for class teachers (asking for donations from parents and buying appropriate gifts and/or asking pupils to sign a card).