

FAB Update

Welcome back to a new school year, and welcome new parents and carers to our school community.

As you are aware, **FAB – Friends Association of Bonneville** is a charity (Charity Number; 1106264) whose sole function is to raise funds to support our community school. The funds are allocated to ongoing and new initiatives each year, such as reading books, supplementing the cost of school trips, playground equipment etc. **Each parent of the school is a FAB Member**, and is able to volunteer their time to events and initiatives – we aim for 1 hr per term of volunteer time from you.

As a charity we are legally required to have Chairperson, Secretary and Treasurer.

Sadly, both Rachel Lum (Chair) and Lola Morales (Secretary) have resigned from their positions, effective immediately. They have both held their roles for over 3 years, and have dedicated their time, passion, enthusiasm and tenacity to FAB – and we are externally grateful for everything they have done. They are both offering to support their replacements until they're 'up and running'.

Therefore we are **looking for a new CHAIRPERSON and SECRETARY**. For legal purposes we can only have one named person for our charity registration in each role, however we feel that a co-Chair and co-Secretary would be ideal. So we are open to have two people working together in each position. We would ideally like to keep these roles filled for the next 2 school years to keep consistency.

The next two pages outline the key roles and responsibilities for the two positions



CHAIRPERSON

The Charity's accountability sits with the Chairperson. They are **legally responsible for the efficient and proper running of FAB**. They are supported in doing this by the Secretary, Treasurer, Communications Lead, and all volunteers.

FAB Chairperson core roles and responsibilities:

- 1. Leadership:** The Chair is responsible for motivating volunteers, ideas and initiatives so FAB can deliver core fundraising targets whilst maintaining Bonneville's values and goals
- 2. Planning:** The Chair is responsible for developing & implementing an annual fundraising strategy & calendar, identifying & prioritising fundraising opportunities that benefit the Bonneville community and children
- 3. Fundraising:** The Chair is accountable for developing and executing fundraising events, building relationships with key stakeholders, such as Ms Parker, the teachers and Julio, and ensuring ongoing support from the FAB volunteer community
- 4. Bonneville Community Engagement:** The Chair is responsible for engaging the Bonneville community in fundraising efforts, encouraging parent involvement, and volunteering
- 5. Financial Management:** The Chair is accountable for overseeing FAB's incomes, expenses & profit, ensuring fundraising efforts are financially sustainable and responsible. This includes ensuring the accounts are accurate, up-to-date, and submitted on an annual basis to the Charity Commission.
- 6. Communication:** The Chair is accountable for ensuring timely and effective communication with the school community about fundraising events and activities.
- 7. Volunteer Management:** The Chair is responsible for recruiting and managing a team of volunteers, ensuring they are recognised and appreciated for their contributions.
- 8. Event Planning:** The Chair is accountable for planning and overseeing annual FAB events, such as, pre-loved uniform sales, winter & summer fairs etc, collaborating with the volunteers and external vendors.
- 9. Reporting and Evaluation:** The Chair is responsible for providing regular updates to Ms Parker and parents about fundraising efforts and results.
- 10. Regulation:** The Chair is accountable for ensuring FAB is operating within its charitable aims and purpose, and complying with the regulations of operating as a charity.



SECRETARY

The role of the Secretary is a key function. They are **responsible for the efficient administration of the charity, particularly with regard to ensuring compliance** with statutory and regulatory requirements, and work very closely with both the Chairperson and Communications Lead.

FAB Secretary key roles and responsibilities:

- 1. Plan the timing and dates of all events**, ranging from Bake Sales to Summer Fairs, whilst ensuring that there is no clash with the school calendar, that the school/grounds are available and that any support staff from the school, namely Julio is available to give access
- 2. Apply for event Tens & Gambling licences** when relevant
- 3. Assure that 'health and safety' checks** have been completed, or that we have removed any issues which may flag a concern
- 4. Make sure all support roles are filled** for each academic year – such as Year Reps, Preloved Uniform Lead, FAB Cupboard Lead, Stocktaker Lead etc
- 5. Maintain and renew the charity's Volunteer pool** – this includes motivating and communicating to volunteers, creating and managing sign up sheets for the larger events, and make sure each volunteer understands their tasks for the day
- 6. Attend the fortnightly meetings along with the Chair with Ms Parker** to make sure the school is abreast of FABS work, or needs. Take minutes in those meetings and share with the FAB Committee, particularly any action points and take minutes at meetings
- 7. Work closely with the Communication Lead** on; event promotion, Instagram posts/stories, messaging in the Yr Rep WA Groups, volunteer sign up, branding etc

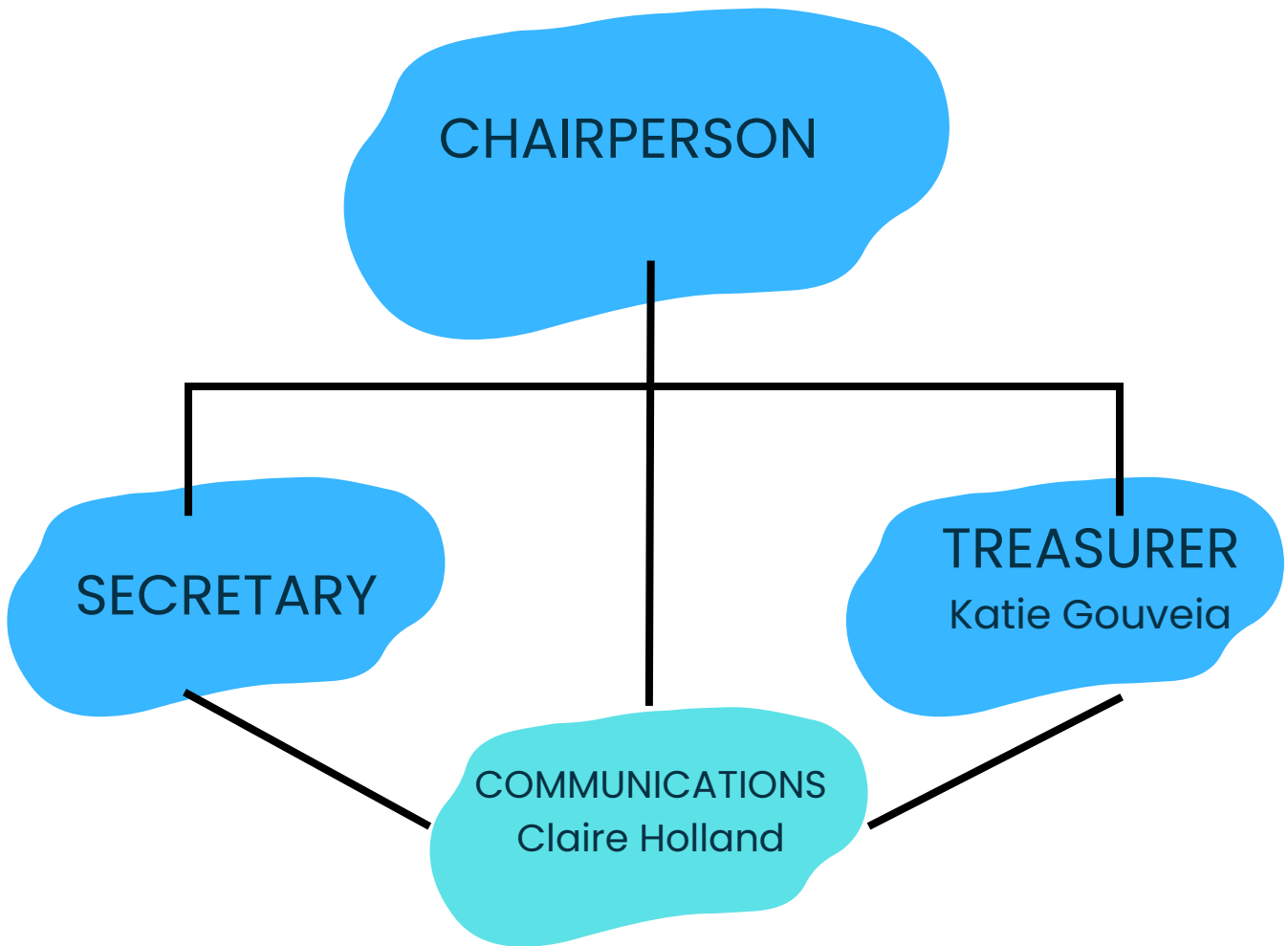
FAB AGM will take place on **FRIDAY 11 OCTOBER @ 9am** in the Music Room. This year we will be implementing a **BALLOT VOTE** the week running up to the AGM to allow people who may not be able to attend in person to vote in the new Committee members.

MORE DETAILS TO FOLLOW

If you would like to put name forward for either role please confirm your application by **FRIDAY 27 SEPTEMBER** via email to:

bonnevillefab@gmail.com





Additional Open positions:

- **'School Gate Events' Lead**; namely bake sales / ice lolly sales / fancy dress sales / xmas jumper sale
- **Treasurer Admin Support** - check emails / bank updates
- **Treasurer Event Support** - charging sum-up machines, preparing cash floats, liaise with Katie to collect the floats after events
- **Treasurer Tech Support** - mostly assist with sum-up queries / allocation of sum-up accounts, ensure that the QR codes work before events

Current filled support roles:

- **Pre-Loved Uniform lead** - Chika Etheridge; approximately 2x sale per year
- **FAB Cupboard organisation & Structure** - Lara West
- **Bar Stocktaking & Inventory** - Christa Daykin
- **Year Reps** - all filled