



ROLE OF FTS OFFICERS, COMMITTEE MEMBERS & PREP CLASS REPS

In line with the Constitution, the objective of the FTS is stated as:

The FTS has a dual role. Firstly, it raises funds to help enhance the facilities and education that Truro School & Truro Prep pupils enjoy. Secondly, and of equal importance, it strives to bring the strong and inclusive community of Truro parents, pupils and teachers together to enrich our children's school experience and help them to get the most out of their time at Truro School & Truro Prep.

FTS OFFICERS

CHAIR

Main duties:

- Provide leadership
- Sign the approved minutes of the last meeting
- Set the agenda for meetings (held each half term)
- Run meetings in an efficient and timely manner, ensuring that everyone can contribute
- Welcome and involve new members
- Write the annual report in co-operation with the Secretary
- Sign cheques for the FTS with one other committee member
- Draw up annual calendar of events for the academic year in consultation with the schools and Committee
- Together with the Committee Members, liaise with Truro School Events Manager & Marketing Manager to organise events at the schools
- To present the role of the FTS at the Truro School and Prep new parents' meetings run by the Heads

VICE CHAIR

Main duties:

- Chair meeting in the absence of the Chair
- Encourage parent and wider school community engagement in FTS
- Organise regular meetings with the Prep Class Representatives and feedback to the Committee
- Together with the Chair, prepare the FTS annual report for the Annual General Meeting (November)

SECRETARY

Main duties:

- Deal with correspondence
- To be the main point of contact for TS Admissions Department to advise when new families join the school
 - To send welcome email to new families joining either school
- Arrange meetings and notify the all relevant people of dates
- Prepare and distribute agendas and minutes and other documentation for meetings
- Take the minutes of meetings, type them up and distribute them
- Ensure that all activities are in accordance with the Constitution
- Sign cheques for the FTS, as required
- Together with the Chair, prepare the FTS annual report for the Annual General Meeting (November)

TREASURER

Main duties:

- Day-to-day management of accounts, issuing invoices and receipts and making payments on behalf of FTS
- To prepare and update financial ledgers on a regular basis
- To complete banking transactions on a regular basis
- To organise floats for fundraising events, collect and reconcile monies raised and report totals raised
- To prepare and report financial statements at FTS Meetings
- To prepare a concise Financial Report for the Annual General Meeting

COMMUNICATIONS OFFICER – NEW ROLE

Main duties:

- To be the main point of communication between TS Marketing & Events Department
- To work closely with the school office to circulate information to parents via email, the weekly bulletin and the school website
- Preparation of publicity flyers, posters, tickets, etc. for events
- Set up ticket sales via Eventbrite
- Ensure posters are displayed around the school(s) in good time
- To publicise FTS events
- Liaise with Truro School Head of Marketing to get appropriate press coverage of FTS events
- To update photos of FTS Officers, Committee & Prep Class Reps and display at relevant school or website
- To ensure the Prep & Truro School Parent Facebook groups are consistent and easy for new parents to find

FTS COMMITTEE MEMBERS

Committee Members work alongside the Officers and have a balance of Prep and Truro School parents

Main duties:

- To attend FTS meetings (held each half term) with the Head Teachers
- Get involved in planning, owning and running events
- Encourage participation and enthusiasm for the events organized by the FTS
- Welcome new parents to the school, explaining the role of the FTS, introduction to the Year Facebook page

PREP - CLASS REPRESENTATIVES

Main duties:

- To help raise funds to benefit our children (the purpose for the funds to have been agreed by Heads and FTS Committee)
- To create and update class list of contact details each year, including any new children/parents who have joined throughout the school year
- To be the main contact point for your class parents
- To create and update a private Year Group Facebook page (eg Truro Prep Year 6 Parents 2018-19), ensuring that the name of group is updated at the end of the summer term to reflect the new school year
 - To ensure that the members of the Year Group Facebook are current school parents
 - To monitor the Facebook page and to help any parents with any queries or issues. Where relevant, to highlight any potential parent issues to the school
- To receive any feedback or bring new suggestions from parents to the FTS Committee for discussion
- To help recruit parent helpers / sub committees for specific events, eg decorating the hall, running a stall at Summer Fete or Christmas Fair
- To attend ½ termly FTS Class Rep meetings at the Prep School (and additional ones on the run up to main events, eg Summer Fete, Christmas Fair) – normally held on a Friday morning 8.45 am
- To update parents, via email, after each FTS Class Reps meeting
- To attend termly FTS Committee Meetings with the Prep & Senior Head Teachers (normally held 6.30 pm)

