Friends of Birkbeck Roles & Responsibilities

November 2025

The Friends of Birkbeck (FOB) works closely with the school to help raise funds but to also enable our children to participate in fun events that make special school memories and experiences.

We hope this document clearly details the roles and responsibilities of The Friends of Birkbeck. Roles are voted for at the AGM and ideally are kept for one year. You may step down at any given moment.

As members come and go experience is often lost, work is repeated and ultimately fundraising is impacted. Our aim is to try to bring in new volunteers for roles with lengthy handovers to minimise this impact.

If you have any queries, wish to volunteer or support the Friends of Birkbeck further please do contact us via email birkeckpta@hotmail.co.uk

Without your help we cannot achieve our goals and targets for each academic year to support the school and our children.

Thank you to everyone that volunteers it is always much appreciated.

Chair: Samantha Elliot

Main purpose of the role: To lead the committee ensuring the FOB is run in line with its constitution and according to the wishes of the members

Key Skills: Strong leadership, enthusiastic, diplomatic and fair

Hours Involved: Approx. 3 hours per week

Key responsibilities:

- Chair & facilitate meetings. Encouraging all to contribute.
- Set date and agenda for meetings
- Delegates tasks to committee members
- Ensures decisions are implemented
- Welcomes and motivates new volunteers
- Ensures the FOB is registered with regulating bodies
- Is a signatory on the FOB bank account

Treasurer: Roxanne Blackman

Main purpose of the role: To control the FOB funds in line with committees' decisions and charity laws. To ensure events are affordable and profitable and to report financial information to the rest of the team.

Key Skills: Methodical, confident with finances, good with numbers and spreadsheets.

Hours Involved: Approx. 3 hours a week

Key Responsibilities:

- Manages day to day finances

- Keeps detailed and accurate record of financial activity
- Ensures cash floats and cash is kept safe before banking
- Completes the charity annual commission report
- Presents financial reports in a clear and concise manner
- Makes payments for events

Secretary: Charlotte Barratt

Main purpose of the role: The Secretary ensures the FOB runs smoothly. They will arrange meetings, create agendas and record minutes.

Key Skills: Accurate writing, strong communicators, helpful and motivated.

Hours Involved: Approx. 3 hours per week

Key Responsibilities:

- Arrange meetings alongside the chair
- Communicates with the school, FOB committee and FOB members
- Takes minutes at meetings recording key points, decisions made and action points.
- Keeps records and shares information
- Helps prepare for publicity of events

Trustees: Lauren Wade, Nikki Hudgell, Georgia Farey and Ian Pay

Trustees are responsible for ensuring compliance and correct governance of The Friends of Birkbeck ensuring everything is handled correctly to the charity commission. The trustees work hard to build strong relationships between the school representatives, the wider Friends of Birkbeck and the community.