

Chair Election 11th July 2019 - Outline of role, nomination form and process

As parents, guardians or carers or grandparents of any pupil currently attending Launton School, you are automatically a member of Friends of Launton School.

We currently have the following vacancies:

ROLE	SUMMARY OF ROLE
CHAIR	Will act as the principal representative of Friends. Preside over all the meetings and direct any discussions and accord the right to speak, put questions to a vote, and announce decisions. The Chair shall conduct the meetings of the Committee in accordance with the Constitution and any guidelines of the Committee.

The above role will be a Trustee of Friends of Launton School Charity.

If you would like to nominate someone for the above role, please fill out the details below and return to the school office by 27th June 3.15 p.m. (Note timeline closures will be rigorously upheld). When nominating members, please obtain the agreement of the proposed nominee who shall sign the Nomination form.

What happens next:

Application forms will be issued and will need to be returned to Mrs Armitage by the 27th June 2019 15 p.m. If there are more than 2 candidates for the role members will be asked to vote at the meeting on 11th July 2019 7.00 p.m. If there is only one nominee they will be appointed subject to eligibility checks highlighted on page two of this document

NOMINATION FOR FRIENDS OF LAUNTON SCHOOL COMMITTEE

POSITION: Chair

Proposed by:

Seconded by:

Nominee name:

Signature:

Nominee Address:

Email:

Telephone:

PLEASE RETURN TO THE SCHOOL OFFICE Post box c/o Mark Williams

Should be returned at the latest by 27th June, 3.15 p.m.

[Any questions write to Mark Williams chair@friendsofLaunton.co.uk](mailto:chair@friendsofLaunton.co.uk)

Detailed role profile for Chair Role

Main purpose of the Chair

The Chair directs all meetings, making sure everyone's views are heard and everyone is involved in the meeting. He or she should make sure all committee members are familiar with the association's constitution, and their role and responsibilities as a committee member and trustee. Ensuring best practice governance in line with the Charity commission guidelines and the constitution.

Duties and key responsibilities

- Prepares for meetings (with the Secretary)
- Invites committee members, parents and staff
- Suggests items for the agenda
- Identifies outstanding items from last meeting
- Prepares introductions for any 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 funding priorities for the committee to agree what to fund
- Ensures the committee fulfils its role in respect of governance of the association as set out in the constitution, for example holding an AGM, election of committee, working with the Treasurer to ensure annual returns are completed, charity commission registered
- Ensures any decisions made are clear, fit the objects of the constitution, and are made by agreement of the committee
- Writes the annual report for the association (with the Secretary)
- The role means that the candidate will need to comply with the role of a Trustee as set out by the Charity commission see this link.....

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s3>

Key skills

- Confident and assertive – able to manage meetings effectively and call to order when necessary, making sure everyone has an opportunity to speak.
- Ability to remain impartial – make sure contributions are brief and ensure everyone's views are respected.
- Calm, friendly and approachable – as the main point of contact for FOLS for the school and parents the Chair must be inclusive and make sure everyone feels welcome.
- Organised and able to delegate – the Chair should make sure the workload is shared and tasks are completed as agreed.
- Good governance

Tenure in office to next AGM

Please note if you are elected in the Role above you will become a Trustee of Friends of Launton School Charity. The law requires trustee eligibility checks and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity. This will include whether you are an eligible member of Friends