

## Who does what in FRPS

### **CHAIR PERSON**

You chair the monthly meetings and generally co-ordinate what's going on. You DO NOT have to organise every event and do all the work!

### **VICE CHAIR**

You help the Chair person whenever and wherever possible.

### **TREASURER**

Aka Moneybags! You look after the FRPS finances, pay bills and collect money. You arrange floats for the events and count the takings and generally keep an eye on the bank accounts. You will also have to produce a report for each monthly meeting showing the cash flow in and out.

### **SECRETARY**

You are the one with the fast fingers and keen ear! You prepare the agenda for each meeting, take the minutes and type them up. Don't worry though it is all very informal.

### **GENERAL COMMITTEE MEMBER**

You help the Chair and the Vice chair whenever and wherever possible! You may take on a specific project or two throughout the year.

### **CATERING**

Most events need some sort of food and drink and you will be the one to arrange it. This often means shopping for sweets, burgers tea. If you stick around you may get to sample some as well! You DO NOT have to be there to make tea at every event or sweat over a hot barbeque for hours on end—unless you want to! There are always plenty of helpers.

### **PUBLICITY**

You're the one who produces the newsletters and does all the posters and fliers for the events.

### **The 100 CLUB**

You administer the Club, getting people to sign up, collecting their subs, overseeing the draw and giving out the prize money. The winners' names are published in the newsletters.

### **SCHOOL UNIFORM**

Every week you check the FRPS pigeon hole for uniform orders and it is your job to pack up the orders and distribute them. You also organise the ordering and stock control.

### **CLASS REPRESENTATIVE**

You are the point of contact for the children and parents of your class, passing on ideas, requests and info to the FRPS Committee. You help and encourage people to participate in fund raising and social events. You help to co-ordinate you class stall at the Christmas and Spring Fairs.

### **.....AND NOT FORGETTING ...**

... everyone else. You don't have to hold one of these posts to be involved in FRPS. Anyone can come to the meetings and anyone can do as much or as little as they like to help. Volunteers are always welcome for help with any of the events and good ideas are always needed for new and exciting ways to raise money. Helping once does not mean that you will be steam-rolled into helping at every opportunity, so don't be put off!!!

