



Friends of John Ball – planning for 2021-22

As we plan for future events and fundraising, we have identified a few roles to help Friends progress and develop into the charity to support the school's needs during this very challenging time.

Since last summer, we no longer have anyone in the Chair role and, ideally, we would like to have somebody as Chair/Co-Chairs/Vice Chair. However, we know it is a big ask for an individual, so we have split up the responsibilities to more specific functions of running the charity. Setting up clear roles will help all volunteers share the work and tasks among more people, which is key to making sure individuals are not overloaded. If you are thinking of volunteering for any of the roles, but are concerned with how much time is required, we would positively support sharing roles between friends, who are also parents/carers of John Ball pupils.

Key areas of improvement to focus on:

- Recruitment – creating and maintaining manageable roles.
- Access to Friends – fully utilise the huge range of skills within the large parent/carer group.
- Regular communication.
- Visibility of Friends – more engagement with social media and emails.
- Proactive fundraising for school requests – tracking against a target.

None of the roles require availability during school hours, and most can be done remotely – except for the specific event coordinator roles, where presence onsite before, during and after the event will be required. Events bring in a significant amount of funds for the school (up to £20,000 annually), so we would hugely value any volunteers who are willing to organise any of the usual events, or indeed new ones. Additional to fundraising, events are a sociable and enjoyable way to build a sense of John Ball community and pride, and they provide long lasting memories for the pupils of John Ball.

Currently, we do not have anything booked in the diary for 2021-22, but it would be helpful to have some planners ready for when we can hold large events again. A great deal of work goes into running a successful event, so we are looking for a lot more people to distribute the work across the year.

Attached is the full list of vacant roles, so if you are interested in volunteering or finding out more, please email friendsofjohnball@hotmail.com.

Trustee preference	Role	Responsibilities	Person	School contact
Trustee	Vice Treasurer	Assist Treasurer with monthly accounts, reports and bank transfers Annual Year End Accounts submitted to the Charity Commission Collect and reconcile cash from events	Annie Mounsey	Julie Joyce
	Mailbox Coordinator	Manage email, Direct Messages - pass on information to relevant people and respond		n/a
	Recruitment Coordinator	Manage the roles within Friends Advertise vacancies, ensure hand overs are planned for any leavers Centralise, update and maintain roles and responsibilities Maintain and manage the Friends' WhatsApp group		n/a
	Website Coordinator	To manage the website (alongside the shop) and keep all information up to date Add tabs/pages for new initiatives or fundraisers Keep up to date with the communication sent via Social Media or Jbuzz to ensure the website contains all relevant information		n/a
Trustee	Events Planner	Diary management and overseeing individual coordinators of events Clear out, tidy up and stock take of 'Friends Events' store cupboard Purchase or request any required items for Friends events Centralise all event information and requirements (tickets/prices/bar/risk assessments/number of volunteers/roles) Keep record of all timelines required for the organisation of events		James Powles (premises)
	Craft Club Coordinator (handover required in Summer Term 2021)	To coordinate the craft club output for seasons/events/key selling opportunities To facilitate the WhatsApp group To link in with the online shop to ensure new stock is added To coordinate any craft requirements requested by the school	Sue Kearns	n/a
	JB Uniform / House Coordinator	Manage the merchandise linked to the Houses and School Uniform Work closely with Online Shop Coordinator		
	Christmas Tree Coordinator (handover required in Autumn Term 2021)	Manage relationship with Supplier, agree a delivery date, agree prices with Treasurer Provide information for trees to be added to Online Shop Recruit volunteers for delivery of trees and plan delivery schedule Ensure supplier invoice is paid	Clare Whyte	James Powles (premises)
	Halloween Disco Coordinator Christmas Fair Coordinator Quiz Night Coordinator Spring Disco Coordinator Summer Fair Coordinator International Food Night Coordinator	Meet with Event Planner and Premises, agree a date, complete risk assessment Sell tickets via Online Shop Advertise event, provide information to SM and Jbuzz contacts Organise poster details and design with Graphic Designers Recruit volunteers - based on requirements: eg. DJ, Father Christmas, Quiz Master, bar, chefs, games, stalls Order and arrange delivery of bar stock, food, purchase of any items to sell Link in with Treasurer, Online Shop Coordinator, Craft Club Follow up with Social Media and JBuzz reps for profit announcements		Jacqui/Stephen James Powles (premises)