



## DRAFT

### TERMS OF REFERENCE Friends of the School (FOTS)

#### **Objectives:** *(borrowed from other NZ schools)*

- To further school and community relationships, by providing a link between students, parents/caregivers and the school.
- To provide opportunities for parents/caregivers to participate in school related social, spiritual and fundraising activities.
- To assist the Rotorua Seventh-day Adventist School Board with fundraising efforts to provide improved facilities and educational opportunities for our tamariki
- To enhance the spirit of the school community by having fun as parents, teachers, children and community members through social and spiritual activities that enhance our community.
- To gain understanding of each other, our special character and our unique place within our wider community

#### **Governance:**

- Friends Of The School (FOTS) acknowledges the role of the Rotorua SDA School Board as the governing body and agree to follow school and board policies and procedures.
- The FOTS is not a sub-committee of the BOT and does not have BOT delegated authority.

#### **Organisation:**

Organising Committee: consisting of a kaitiaki/president/leader/chairperson who is also a BOT member, an equal number of committee members from each of the constituent churches and other school community members which may include staff members to a maximum of XX members. One committee member will be designated as secretary/treasurer who is responsible for the security of money, receipts, compliance with audit, keeping financial records and depositing of money into the FOTS bank account. The kaitiaki/president/leader/chairperson will be a BOT member thus ensuring accountability and linkages with the board but ensuring that the FOTS association is not a part of the board.

**Member eligibility:** All parents/caregivers and school staff members are eligible to be on the Organising/Executive Committee.

#### **Meetings:**

- Meetings of the committee will be held at least once per term to plan fundraisers and social & spiritual activities for the school community.
- The dates, times and locations of meetings will be determined by the committee
- Meetings will be advertised through school communications (eg facebook page, school website, panui/newsletter etc)
- FOTS organising committee meetings are open to all parents/caregivers and staff of Rotorua Seventh-day Adventist School.
- The meetings will be chaired by: a School Board member responsible for organising the FOTS society/organisation.

### **Finances:**

- The funds of the Rotorua Seventh-day Adventist School FOTS will consist of donations and any sums raised in the name of FOTS.
- All monies shall be deposited in the name of FOTS in the bank account held for this purpose.
- The bank account including all cheques, electronic payments and withdrawal slips shall be signed/activated by the Treasurer and either one of President, Vice President, Secretary or School Principal.
- At the end of each year, the FOTS Organising Committee will liaise with the Board of Trustees to gain general agreement on the setting of fundraising priorities of the Friends of the School association for the following school year.
- The FOTS association, may spend its funds for the benefit of the school as agreed by the Board of Trustees or it may make donations of funds to the Board of Trustees with or without recommendation for its expenditure.
- The FOTS Organising Committee is responsible for ensuring that true accounts are kept and that the accounts are provided to the principal and available for auditing as part of the annual school audit process by 1 March each year. Alternatively the FOTS accounts may be audited or reviewed by an independent appropriately qualified person
- Money raised must be spent for the approved purpose and must meet legal, school and proprietor guidelines – refer to Rotorua Seventh-day Adventist School [Financial Policy](#)

### **Health and Safety:**

- The Organising Committee will ensure that fundraising activities involving food meet food safety requirements and that fundraising activities meet health & safety requirements.

### **Special Character**

- The FOTS Organising Committee will ensure that all activities are aligned with the Seventh-day Adventist Special Character of the school and where in doubt will consult with church pastors or the school chaplain.
- It is illegal to offer liquor for prizes involving chance such as raffles.
- The FOTS Organising Committee will ensure compliance with the relevant fundraising sections of the Education and Training Act 2020 relating to State Integrated Schools including but not limited to Schedule 6, Sections 34, 35, 36 & 37.

FORMULATED BY: Rotorua Seventh-day Adventist School Board 2021

APPROVED: Board Chair, Victoria Finch

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BOT REVIEWED: 1 June 2021

BOT RATIFIED: