Responsibilities

The following list is the Roles and corresponding Responsibilities of each of the committee member titles of Forest School Association - Norfolk Local Group (FSAN).

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| Role | No’s | Responsibilities |
| Chairperson | 1 | Chairing meetings, events and the Annual General Meeting (AGM) in which a Chairperson’s report is written and presented. Maintaining an online presence on social media. To make final decisions if the committee members cannot come to an agreed decision. |
| Vice Chairperson | 1 | Collaboration with Chairperson. To be available to chair events if Chairperson is not able. |
| Secretary | 1 | Taking minutes during meetings and publishing them (and any other documents) on dropbox, FSA website and FSAN website. |
| Treasurer | 1 | To keep record of all monetary accounts of FSAN. To manage the insurance for FSAN. To write and present a Treasurer’s Report at the AGM. |
| Online Administrator  | 1 | To update the website and maintain an online presence on social media. |
| Events Coordinator | 1 | To organise and manage yearly events including skill shares, courses, fairs, festivals etc. |
| FSA Representative | 1 | To act as a representative for the FSA. To keep the committee informed of the current activities and opinions of FSA |
| Student Representative | 1 | To act as representative for current Forest School students. To inform student’s opinions and issues to the committee. |
| Officer | 4 | To represent the opinions of the Forest School Leader’s of Norfolk. |