



President

POSITION DESCRIPTION

The President is elected at the P&C Association's Annual General Meeting.

The President is entitled to the same voting rights as any member. However, a President, when in the Chair, often abstains from voting to preserve the impartiality of the position. The person chairing a meeting does not have a casting vote in the event of a tied vote. In the event of a tied vote, the motion should be lost.

The President is automatically a member of all P&C sub-committees. The President should be informed of all subcommittee meetings and decisions, this would occur through written report.

An experienced President gives opportunities to the Vice-Presidents to develop their skills in chairing meetings. Federation recommends that a vice-president be delegated to chair part of a meeting. The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents.

The President also has important responsibilities outside of meetings and is looked to as a leader of the parent community.

The President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.

Specific Duties

The presidents' duties are wide and varied.

This specifically involves:

- The successful functioning of the P&C Association meetings
- The attainment of the P&C Association's objectives
- Ensuring that the P&C Association takes part in decision-making processes in the school
- Fostering for participation of all members and ensuring that all new members feel welcome
- Supporting volunteers
- Consistent adherence to the constitution
- Acting as the P&C Association's spokesperson when public statements or actions are needed
- Setting up lines of communication with the school Principal
- Being signatory on the Association's bank accounts
- Chairing meetings or election a chair if the president is unable to make the meeting
- Ensure that the position description statements are reviewed annually
- Attend and participate in school council meetings

Document amended by Kellie Cathcart 11 May 2022

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