



ST PIUS X PARENTS AND FRIENDS POSITION DESCRIPTION PRESIDENT

- POSITION:** President
- LOCATION:** St Pius X Catholic Primary School
Corner Ley Street and Cloister Avenue
MANNING WA 6152
- REVISION DATE:** July 2014
- OBJECTIVE:** The principle objectives of this position are to:
- Provide leadership for the Association.
 - Act as the Association's representative.
 - Exercising some supervision of the duties of other office bearers.
 - Encouraging parents and others to participate in the activities and events of the Association and the school.
 - Actively pursuing a collaborative working relationship with the Principal.
- STATUS:** This volunteer position will report directly to P&F Executive Committee and the School Principal.
- RESPONSIBILITIES:** Responsibilities of this role will include:
- Act in accordance with the P&F Constitution.
 - Act in accordance with the School Vision, Mission and Values.
 - Act in accordance with the School Polices.
 - Establish a schedule of meetings for the P&F Executive Meetings, General Meetings and Annual General Meeting in conjunction with the Principal.
 - Ensure that the P&F Executive Meetings, General Meetings and Annual General Meeting have an agenda, including the venue and time; issued in advance of the respective meeting.



ST PIUS X PARENTS AND FRIENDS POSITION DESCRIPTION PRESIDENT

- Chair meetings for the P&F Executive Meetings, General Meetings and Annual General Meeting. Duties at the meetings include:
 - to ensure a quorum is present;
 - to maintain order at the meeting;
 - to ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes;
 - to give all members the opportunity to speak but also to confine speakers to the matters under discussion; and
 - to be impartial.
- Coordination of regular P&F Newsletters that are incorporated into the school Newsletter.
- Regular communication and/or meetings with the school Principal to ensure school and P&F matters, and events are collaboratively coordinated.
- Regular communication with the P&F Executive to ensure school and P&F matters, activities and events are collaboratively coordinated.
- Represent the P&F at the School Board Meetings, reporting on key P&F activities, events and outcomes.
- Appoint Subcommittees in conjunction with the Executive to assist the P&F to coordinate the delivery of activities and events such as the Fete, Ball, Quiz Night etc.



ST PIUS X PARENTS AND FRIENDS POSITION DESCRIPTION PRESIDENT

EXPERIENCE / PERSONAL ATTRIBUTES

The following qualities are considered essential:

- Computer literate.
- A happy disposition.
- A flexible and adaptable nature.
- Ability to work collaboratively.

VICE PRESIDENT:

The role of President will operate with assistance from the Vice President:

- The Vice President shall act as the Chairperson at those meetings from which the President is absent.
- The Vice President should become familiar with the operation of the P&F and acquaint themselves with the duties of the President.
- The Vice President will act as the convener of any subcommittees.
- The Vice President will work in conjunction with the President to ensure the responsibilities of the President are achieved, providing an opportunity for a shared workload for these volunteer roles.

REFERENCE DOCUMENTS:

These documents include:

- Parents and Friends Federation of Western Australia (PFFWA) "Chairmanship of Meetings" provides guidance for the duty of Chair.
- Contact can be made with the Parents and Friends Federation of Western Australia to seek advice, use resources and documentation provided on their website.