

Role Description

Role Title: President

Incumbent: Brianna Fjeldsoe

Effective Date: February 2025

Primary Purpose

The President provides leadership to the P&C, is the P&C's accountable officer, and is the P&C representative on the School Council.

Accountabilities

This role will be accountable for:

- encouraging participation in the P&C and fostering fair participation of all members,
- encouraging participation and communication between the P&C, school and local community,
- development of plans and budgets for the coming year, in collaboration with the Executive Committee and Principal,
- representing the P&C in meetings with the School Council, ensuring that the P&C takes part in decision-making processes in the school,
- chairing all meetings (when present), according to the rules that govern meetings,
- conducting meetings in an efficient and timely fashion, ensuring that all members feel welcomed and valued,
- ensuring that fellow Executive Officers and P&C members are aware of the requirements of the P&C's Constitution and Accounting Manual,
- watching for and addressing any conflicts of interest,
- being a signatory on P&C bank account/s,
- signing any agreements for and on behalf of the P&C, following approval by the members and, if necessary, approval by the Principal,
- ensuring the Treasurer is meeting the P&C's financial responsibilities,
- signing all employment agreements (except where there is an identified conflict of interest),
- development of succession plans for Executive Officers, ensuring that key information is shared with incumbents and successors,
- participating in training and skills development, as required (e.g. P&Cs Qld),
- acting as the P&C spokesperson when public statements or actions are needed.

Meeting Specific Responsibilities

At P&C meetings, it is the President's responsibility to:

- ensure there is a quorum according to the P&C's Constitution,
- ensure that members are aware of the contents of the minutes of the previous meeting,
- sign minutes and reports when endorsed at meetings,
- announce business in accordance with the agenda,
- give firm rulings and guidance to the meeting,
- assist the discussion by guiding debate along relevant lines,
- give all members an opportunity to speak while keeping speakers to the matters under discussion,
- put motions and amendments to the vote and announce the result of votes,
- determine points of order,
- provide explanations to those in doubt about procedure or the subject matter under discussion,
- introduce guest speakers and arrange for movers of votes of thanks,
- ensure that priority items on the agenda are dealt with,
- establish the next meeting date and time,
- ensure all monetary expenditure is recorded in the minutes,
- attend to or delegate responsibility for any business arising,
- close the meeting.

Key Relationships

- Executive Committee
- Principal, Deputy Principal/s
- School Council
- Sub Committees
- Working Groups
- WindsorFest Convenor
- Employees of the P&C
- P&C Qld

Desired Knowledge, Skills & Attributes

- Knowledge of the Constitution and Accounting Manual,
- Knowledge of P&C's Committee rules, operations and meeting procedures,
- Ability to lead by example and set appropriate standards,
- Be open, transparent and accountable,
- Ability to maintain the highest ethical standards and act in the best interest of stakeholders
- Effective decision making skills
- Good communication and interpersonal skills,
- Ability to ensure decisions are taken and followed-up.