

St Joseph's Merriwa Parents and Friends Association

President – Job Description

The President is responsible for the overall running of the St Joseph's Parents and Friends Association (P&F) in consultation with the whole Committee, the Principal and the Parish Priest and in line with the Constitution with which they should be conversant. As a volunteer the President will ensure that their personal conduct and representation at meetings and various community events is in accordance with the Code of Conduct for Volunteers and in keeping with the Mission Statement of Merriwa St Joseph's.

The role of the President is to ensure:

- That the meeting is properly convened in accordance with the Constitution. This includes giving proper notice of the meeting, a quorum is present, and that they are properly appointed to the Chair.
- That all rules and regulations pertaining to the P&F's Constitution are observed including sub-committees.
- That an agenda is prepared and circulated, this can be prepared with the help of the Secretary.
- That the meeting begins and ends punctually pointing out major changes to the agenda.
- That all motions and amendments are put in clearly understood terms and related to the business of the meeting.
- That control of the meeting is maintained.
- That an issue is thoroughly discussed. That those wishing to speak are allowed to do so, uninterrupted and that private discussion among members does not take place.
- That they act impartially and in the best interests of the P&F. (Note: The President must not take any side in a discussion. They must ensure that all points on both sides are raised and thoroughly debated. If the issue being discussed is one that the President feels very strongly about they should step down from the chair for that particular discussion which enables them to speak from the floor. The Vice President can take the chair. In the case of a tied vote the President is advised to vote to maintain the status quo.)
- Decisions made at the meeting are acted upon promptly.
- The meeting is closed only after all other business is concluded.

It is the President's responsibility to:

- Ensure that the meeting is opened with a prayer/reflection.
- Perform customary courtesies – including thanking executives and other helpers, and welcoming new members.
- Verify the accuracy of the minutes to be presented and sign minutes when they have been confirmed.
- Ensure correct functioning of all office bearers and sub-committees.
- Where appropriate, sound out suitable people who may be available for executive positions or to act in other capacities.
- Not become involved in activities which could undermine the President's reputation for impartiality.

Knowledge and Skills Required

Ideally a President is someone who:

- Is a member of the P&F, has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees and agrees to abide by its policies.
- Has excellent verbal and written communication skills and has good interpersonal skills.
- Is aware of the future directions and plans of the P&F.
- Able to maintain confidentiality at all times.
- Is able to attend monthly committee members regularly.
- Is a positive and enthusiastic ambassador for St Joseph's.
- Able to delegate roles and tasks.
- Ability to work as a leader and as part of a team.
- Knowledge of computers and the internet, and will preferably have access to these at home.
- Understanding of budget control, expenses, and allocations.
- Attentive to details and time restraints.
- Dedication, motivation, drive, ambition, and commitment to the task at hand.