



# *John Purchase Public School Parents' & Citizens' Association*

*"Participate and Communicate"*

## **President's Role and Responsibilities**

As the head of the Association you are considered a community leader and as such it carries with it a fair degree of responsibility.

In general terms the role of the President is;

To Coordinate the Executive Committee to meet the objectives of the P&C.

To show leadership by driving the agenda of the P&C.

To understand the issues of parents and citizens so that they can be represented to the school

To develop a good working relationship with the Principal and the School Executive through regular communication on issues raised.

The responsibilities of the President are;

The successful functioning of the P&C Association

To know the Associations Constitution and Rules and to ensure that all P&C business is conducted in accordance with the Constitution and Rules, in both word and spirit.

Act as the chairperson at all P&C Executive Committee and General meetings and to conduct these in accordance with formal meeting procedures.

The setting of agendas for meetings in conjunction with the Secretary

Making sure that the Associations objectives are obtained

Frequent consultation with the Executive Committee, Principal and school Executive and ensuring that the P&C takes part in the decision making process at the school

To be the spokesperson for parents of the school both within the school and in the wider community

To represent JPPS P&C at any designated functions or meetings appropriate to the school.

To ensure history records are maintained to ensure efficient handover of P&C business to a new President.

Provide support and advice to the various Association sub-committees and event organisers where appropriate

Being a signatory to the Associations bank accounts

## **General Information**

There are no specific guidelines that can be given in terms of the amount of time that will be taken up by this role. How much time is required is directly dependent on what you want to achieve, and how much help and support you have from your Executive and Association members. The more challenging the issues you wish to tackle the more time you will need to contribute.

As a basic guide the sort of time required would be

- Chairing Association general meetings (once a month)
- Chairing Executive meetings (once a month)
- Reviewing minutes and preparing meeting agendas
- Meetings with the Principal
- Meetings with other sub committees
- Presiding over P&C events

A good working relationship with the Principal, the Deputy and other key teaching staff is essential to the smooth running of the Association as so much of what the P&C does relies specifically on the schools support and it is essential that there is good information flow between both parties. This is one of the key parts of the role.