



## **Mount Hawthorn Primary School P&C Association Inc.**

### **President (Position Description)**

The role of the P&C President is a very rewarding one. It is multifaceted and gives you the opportunity to become involved in the school community and to work with the school administration to improve the facilities for the students and teachers.

Broadly speaking, the President heads up the P&C, chairs the meetings, is often the go-to person for enquiries from the school community and liaises with the School Principal. However, there are also certain responsibilities and duties that the P&C President is required to adhere to and/or perform. Full details for these are found in the WA Council of State School Organisations (WACSSO) President Handbook. Below are some summarised points.

Duties the President is responsible for:

- Be familiar with the rules, operations and meeting procedures of the P&C
- Provide leadership
- Chair meetings
- Act as spokesperson/representative of the P&C
- Foster good communication between P&C, school and community
- Encourage participation to ensure everyone can have a say

The P&C is made up of individuals who may have differing opinions therefore it is important to work together to ensure the best outcome for the school and students. The President role has no actual power of veto when it comes to decision making. I often say that the P&C is a democracy, not a dictatorship, and this sometimes means making a decision that may differ from your own. The President also has important responsibilities outside of meetings and should be mindful that all public statements accurately represent the views of the association.

The P&C structure consists of the Office Bearers (President, Vice President, Secretary and Treasurer) and the sub-committees (e.g. Grounds committee, Events committee etc) Each of these sub-committees has a Convenor, or committee head, and they, along with the Office Bearers form what is called the Executive Committee. The President is also an ex-officio member of every sub-committee. There are also P&C members who may not belong to a sub-committee but wish to be a member to stay involved with the school community.

P&C 'General' meetings are held every second month and usually run for approximately 2 hours. 'Executive Committee' meetings are held in the months that there is no general meeting and are often shorter. Sub-committee meetings are held sporadically and the President is entitled to attend but is not required to do so. These meetings are typically more casual, and often held at a pub.

Stepping into the role of President can seem daunting at first. Fortunately you'll have the support of your fellow P&C members and the school administration. Being P&C President is not a solo effort. The Office Bearers work closely together, and everyone has defined tasks that they are responsible for. Some weeks there is very little work required for the P&C and some weeks there may be a few hours work.

I encourage anyone who would like to play a bigger part in the school community to apply for the President role. It is rewarding, you'll meet new friends and your kids will love having a 'high profile' parent around the school.