



What exactly does the President do and what skills do I need?

WACSSO

P&C President

Role Description

The P&C President is an effective leader, a people-person who is able to make and nurture relationships and has a detailed and thorough understanding of what is needed for the P&C to run smoothly, in line with its Constitution. While the President is the P&C's leader, it is important they have an understanding of all the roles and responsibilities of Committee members, so that a teamwork approach can be applied to achieving goals.

The vital link between parents and the school administration

The President is the primary link between the parent body and the school administration. You should develop and nurture a good working relationship with both.

Understand and observe the Constitution

The President ensures that all members of the P&C (including themselves) abide by your P&C's Constitution. This is particularly important when handling disputes or the possible suspension or expulsion of P&C members. The President is also responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association. Presidents must also have an understanding of the School Education Act and the Association Incorporation Act, as they pertain to P&Cs

Meeting Chair

The President is the meeting Chair and as such must have knowledge of meeting procedures and protocols. Well-run meetings also require the Chairperson to have an understanding of group dynamics, the ability to use their interpersonal skills to resolve conflict and/or get the best out of all members.

Ex officio member of all sub-committees

The President is a voting and speaking member of all sub-committees.

Ensure Office Bearers fulfil their duties

Good Presidents understand their own role and have a good working knowledge of the other office bearer roles too. The President will be able to see how all roles, and those individuals in them can work together as an effective team.

The public face of the P&C

Typically, the President handles all media enquiries, all external enquiries and speaking engagements (for example, assemblies). Remember, as President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Manage any P&C paid employees e.g. Canteen worker, Uniform shop worker.

The President is the Principal Employer of any P&C employees. You will need to be aware of all WHS Act requirements and ensure employees are insured and paid correctly.