



## ARE YOU THE PRESIDENT?

### BE FIRM

### BE FAIR

### BE FRIENDLY

These notes should be read and used with any relevant sections of the Association's Constitution. The duties of the President commence prior to the meeting. The President should ensure that members have been advised of the meeting, that an agenda has been prepared and that the venue and time of the meeting have been advertised.

The President should preside/chair at all General and Executive Meetings of the Association. In addition to that responsibility, the President should undertake several other tasks such as:

- BE IMPARTIAL
- Provide leadership for the Association
- Act as the Association's representative
- Exercise some supervision of the functions of other office bearers
- Encourage parents and others to participate in the activities of the Association and the school
- Actively pursue a collaborative working relationship with the Principal
- Set a warm and welcoming tone to the meeting
- Greet all members – new and established
- Ensure a quorum is present
- Maintain order of the meeting
- Ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes
- Give all members the opportunity to speak but also confining speakers to the matters under discussion

## THE VICE PRESIDENT

The specific duty of a Vice President is to act as Chairman at those meetings at which the President is absent.

In many P&Fs that is all that is required of a Vice President, which means they operate during the year as just another member of the Executive, however, the Vice President should be seen as a potential understudy to the President. Becoming familiar with the operation of the P&F and acquainting themselves with the duties of the President, including a working knowledge of meeting rules and procedures is advisable. In addition, Vice Presidents should offer to act as convenor for any sub-committees established by the Executive and to undertake other tasks to reduce the burden of the President. For more information, please go to our website: [www.csp.wa.edu.au](http://www.csp.wa.edu.au)

