



## Position Description - President

Updated 25th February 2014

<b>Position Title:</b>	<b>OLMC Parents and Friends President</b>
<b>Purpose Of Position:</b>	<p>The President of Our Lady of Mount Carmel Parents and Friends Association (P&amp;F Assoc.) acts as a representative of the parent community and promotes open communication between the parents of the School, the Parish and the staff of Our Lady of Mount Carmel Primary School.</p> <p>The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the principal and teachers.</p>
<b>Responsible To:</b>	<p>This position reports to the Parish Priest, the Principal of the school and the P&amp;F Assoc. Executive Committee.</p> <p>The Principal and the Parish Priest must endorse the nomination for the position of president, and the position must be voted on and selected by the majority of members at the Parents and Friends Annual General Meeting.</p>
<b>Responsible For :</b>	<p>The position holder is responsible for :</p> <ul style="list-style-type: none"> <li>• Planning and chairing meetings in consultation with the executive committee, the Parish Priest and principal.</li> <li>• Ensuring meetings run according to the agenda and the constitution</li> <li>• Ensuring fair discussion so that all present are given an opportunity to speak</li> <li>• Ensuring activities are sanctioned by principal and coordinated efficiently</li> <li>• Working with the publicity officer to ensure the promotion of Parents and Friends Assoc. and the distribution of information pertinent to families</li> <li>• Working with the treasurer to ensure financial accountability</li> <li>• Ensuring decisions are carried out – follow up</li> <li>• Meeting with sub-committee members to ensure that they are clear in their roles and that their duties are being discharged</li> <li>• Encouraging parents to get involved</li> <li>• Helping parents feel welcomed at the school</li> </ul>
<b>Tenure:</b>	<p>The President of the Parents and Friends committee may serve for three consecutive years. This is at the discretion of the Principal and Parish Priest.</p>
<b>Key Accountabilities:</b>	<p>The President will:</p> <ul style="list-style-type: none"> <li>• Be accessible to parents</li> <li>• Regularly submit items to the publicity officer for inclusion in school newsletter</li> <li>• Provide written and verbal reports at Parents &amp; Friends Assoc. meetings</li> <li>• Listen to and talk with parents of the OLMC school community</li> <li>• Chair Parents and Friends executive meetings and Parents and Friends meetings once a term ( 8 meetings each year)</li> </ul>

