



Position Description- Vice President

Updated 25th February 2014

Position Title:	OLMC Parents and Friends Vice President
Purpose Of Position:	<p>The Vice President of Our Lady of Mount Carmel Parents and Friends Association (P&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 Vice President is to support the President of the P&F Assoc. in their duties and to perform those duties in their absence.</p>
Responsible To:	<p>This position reports to the Parish Priest, the Principal and the P&F Assoc. Executive Committee.</p> <p>The Principal and the Parish Priest must endorse the nomination for the position of vice president, and the position must be voted on and selected by the majority of members at the Parents and Friends Annual General Meeting.</p>
Responsible For :	<p>The position holder is responsible for :</p> <ul style="list-style-type: none"> • Assisting the president in her/his duties as required. • Presiding as chairperson at meetings in the absence of the President.
Tenure:	<p>The Vice-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>
Key Accountabilities:	<p>The Vice President will:</p> <ul style="list-style-type: none"> • Chair the meeting in the absence of the President; • Share duties and responsibilities as agreed e.g. being responsible for coordinating the activities of sub-committees. • Being supportive and attending meetings.

