

Important points to remember

Be Firm!

Be Fair!

Be Friendly!

To organise an Office Bearers information session at your school or to find out more information about your role, please contact:

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Are you the President?



**The Independent voice of
Catholic School Parents since 1954**

THE PRESIDENT

These notes should be read and used with any relevant sections of the Association's Constitution.

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

- * providing leadership for the Association,
- * acting as the Associations representative,
- * exercising some supervision of the functions of other office bearers,
- * encouraging parents and others to participate in the activities of the Association and the school.
- * Actively pursuing a collaborative working relationship with the Principal.

What are a President's duties?



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.

Additional duties include but are not limited to:

- * to ensure a quorum is present,
- * to maintain order of the meeting,
- * to ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes,
- * to give all members the opportunity to speak but also to confine speakers to the matters under discussion.
- * **to be impartial.**

Vice President

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

In many Associations 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's role can be far greater and the Vice-President should be seen as a potential understudy to the President.

Vice-Presidents should become familiar with the operation of the Association and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedures. 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.

