



Tewantin State School P&C Job Description

President Role Description

The President is the principal leader of the Tewantin State School P&C Association and has overall responsibility for the Association's administration.

The President sets the overall Annual Committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Responsible to:

The President is elected at the Annual General Meeting by association members and is responsible for representing the views of the association members and the school.

Monthly requirements

P&Cs are required to conduct a minimum of three meetings per semester, most P&Cs hold monthly general meetings. General meetings are usually held on the same day of the month (e.g., 3rd Tuesday) in the same location at the same time. The year's schedule is to be determined in advance at the Annual General Meeting (AGM).

Responsibilities and Duties

The President should:

- Manage Committee and/or Executive meetings.
- Manage the Annual General meeting.
- Manage OSHC and Tuckshop meetings.
- Represent the Association at local, regional, state, and national levels.
- Act as a facilitator for Association activities.
- Be available for operational needs at all times.
- Facilitate staff hiring and HR (human resource) matters.
- Facilitate staff reviews in conjunction with the coordinator.
- Co-ordinate and oversee the process of grant applications.
- Ensure the planning and budgeting for the future is carried out in accordance with the decisions of the executive committee.
- Act as the public officer of association liaising with members of the public, affiliated bodies, and government agencies
- Hold a Paid Blue Card from the Commissioner for Children and Young People.
- Be one of 3 authorised signatures on all bank accounts of the Association.



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Obligations in relation to OSHC (Outside School Hours Care)

As Approved Provider for the Tewantin State School OSHC, all members of the Executive Committee are required to apply for a PRODA account- this is the business equivalent of MYGOV.

Requirements are: NB. Costs are covered by the P&C Association

- Police check
- Bankruptcy Register Search
- ASIC_ Australian Securities & Investments Commission

Due to the nature of the business of OSHC it is also a requirement to complete Mandatory Child Protection Training.

Knowledge and Skills Required

Ideally the President is someone who:

- Can communicate effectively.
- Is well informed of all association activities.
- Is aware of the future directions and plans of the association.
- Has a good working knowledge of the constitution, rules and the duties of all committee members and subcommittees.
- Is a supportive leader for all association members.

In relation to OSHC

- Have a well-informed knowledge of NQ:
 - F- National Quality Framework
 - NQS- National Quality Standards
 - QIP- Quality Improvement Plan

Training

- Complete the Schools MAST & Asbestos training
- Attend training seminar on meeting procedures.

Period of Appointment

The President is appointed for a 12-month term.