



Tewantin State School P&C Job Description

Vice President Position Description

The Vice President is responsible for recruiting and retaining volunteers, training programs for the committee and assisting the President of the Tewantin State School P&C Association. They will also deputise for the President if delegated to do so in their absence.

Responsible to:

The Vice President is solely responsible to the President and the members of the Association. The Vice President is elected by the association members at the Annual General Meeting and is responsible for representing the views of the Association members.

Responsibilities and Duties

The Vice President should:

- Assess the human resource needs for the association for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers.
- Work with the members organising volunteer rosters and maintaining records of volunteer hours.
- Identify and organise the training and education opportunities for volunteers
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the association committee
- Hold a Suitability Card from the Commissioner for Children and Young People.
- Be one of 3 authorised signatories on all bank accounts of the Association.

Monthly requirements

P&Cs are required to conduct a minimum of three meetings per semester, but 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).

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



Tewantin State School P&C Job Description

Knowledge and Skills Required

Ideally the Vice President is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised

In relation to OSHC

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

Training

- Complete the Schools MAST & Asbestos training
- Attend training sessions on P&C procedures and being an Approved Provider.

Period of appointment

The Vice President is appointed for a 12-month term.