



What is the President's Role?

The President is elected annually at the Annual General Meeting (AGM) and is entrusted with providing leadership to the school's Parents and Citizens (P&C) Association. The President works collaboratively with the Executive, Principal and members to ensure the Association operates effectively, fulfils its objectives and represents the interests of the school community in accordance with its Constitution.

The President is responsible for:

- Providing leadership to ensure the effective operation of the P&C Association.
- Promoting the objectives and strategic direction of the Association.
- Ensuring the P&C actively participates in appropriate school decision-making processes.
- Encouraging fair, respectful and inclusive participation by all members.
- Welcoming and supporting new members to become active participants in the Association.
- Supporting and recognising the valuable contribution of volunteers.
- Ensuring the Association operates in accordance with its Constitution and all relevant policies.
- Acting as the authorised spokesperson for the Association when public statements or official representations are required.
- Maintaining effective and constructive communication with the Principal.
- Serving as an authorised signatory on the Association's bank accounts.
- Chairing General, Special and Executive meetings in a fair, impartial and orderly manner.

Leadership Responsibilities

While chairing meetings, the President is expected to remain impartial, ensuring all members have the opportunity to contribute and that decisions are reached through fair and transparent processes. Although the President has the same voting rights as every other financial member, it is often appropriate to refrain from voting while presiding over a meeting unless it is necessary to do so.

The President must always be mindful of actual, perceived or potential conflicts of interest and take appropriate steps to declare and manage any such conflicts in accordance with the Constitution and accepted governance practices.

Importantly, the President does not have authority to make decisions independently on behalf of the P&C Association. All decisions of the Association are made collectively by members at properly



convened General or Special Meetings, with the Executive responsible for implementing those decisions.

As an ex-officio member of all Sub-Committees, the President should receive notice of all Sub-Committee meetings and may participate as appropriate.

Does the President have a casting vote if a vote is tied?

No. The President, or any person chairing the meeting, does not have a casting vote. If voting results in a tie, the motion is lost.

Can the President make decisions on behalf of the P&C Association?

No. The authority of the P&C Association rests with its members collectively. Decisions must be made by resolution at a properly convened General or Special Meeting. The President's role is to provide leadership, facilitate sound governance and ensure that the decisions of the Association are implemented, rather than to act independently on behalf of the membership.

Relevant References

- ☐ Prescribed (Incorporated) Constitution
- ☐ Standard Constitution

Can the President make decisions for/on behalf of the P&C?

All decisions **OF** the P&C are made **BY** the P&C. The P&C is the members and these decisions must be made at a properly convened meeting of the P&C – General or Special. The Executive are responsible for carrying out those decisions and no authority has been invested to the President in the Constitution.

Relevant References

Prescribed (Incorporated) Constitution
Standard Constitution