



## MALANDA SHS SPECIFIC ROLE DESCRIPTION

|  |                 |                             |
|--|-----------------|-----------------------------|
|  | P & C President | Date Published:<br>11/02/22 |
| <p><b>School MISSION:</b> “Within a supportive learning environment, to ensure all our students develop the literacy and numeracy skills in junior secondary that will enable them to successfully meet our Service Commitment within the senior secondary years”.</p> <p><b>Role PURPOSE:</b> to offer leadership to all aspects of the P&amp;C association to assist in providing support to the school achieving its purpose.</p> |                 |                             |

| Role Relationships:  | Primary Role  |
|--|---|
| School Council<br>School Principal<br>P&C QLD<br>P&C President<br>P&C Executive<br>Parents<br>Staff<br>Local businesses<br>Wider school community<br><br><b>Line Manager:</b><br>P&C Vice President<br><br>Tuckshop Convenor | <ul style="list-style-type: none"> <li>The P&amp;C represents the school in the wider community and will champion the school, its students and staff.</li> <li>The President will provide leadership in a manner in which the P&amp;C can operate effectively.</li> <li>The president will manage all aspects of the committee and its members</li> </ul> |
| <b>Next Date of Review:</b> 12/ 12 /22   |   |

| <b>What is the work?</b>  | <b>Desired outcomes</b>     |
|---|-----------------------------|
| <b>Leadership</b>   |                             |
| <i>Meet with the principal regularly to discuss business and progress of P&amp;C matters</i>  | <i>Complete weekly</i>      |
| <i>Represent the P&amp;C in meetings and at school and community events</i>   | <i>Complete to schedule</i> |
| <i>Be a member (or delegate) to the School Council</i>  | <i>Complete to schedule</i> |
| <i>Develop plans and goals for the coming year, in collaboration with the Executive Committee and Principal</i>   | <i>Complete to schedule</i> |
| <i>Delegate work to executive and members</i>   | <i>Complete as required</i> |
| <i>Oversee the tuckshop operation and relevant employees</i>  | <i>Complete to schedule</i> |
| <i>Oversee the Uniform shop and relevant employees or officers</i>  | <i>Complete to schedule</i> |
| <i>Communicate through the Executive Secretary</i>  | <i>Complete to schedule</i> |
| <i>Present President address at Presentation evening</i>  | <i>Complete to schedule</i> |
| <b>Finance</b>  |                             |
| <i>Plan and review the P&amp;C budget and annual operation plan throughout the year</i>   | <i>Complete to schedule</i> |
| <i>Be a signatory on the P&amp;C bank account/s</i>   | <i>Complete as required</i> |
| <i>Encourage participation and communication between the P&amp;C, school and local community</i>  | <i>Complete to schedule</i> |
| <i>Ensure that all members feel welcomed and valued</i>   | <i>Complete as required</i> |
| <b>Meetings</b>   |                             |
| <i>Meet or communicate with the principal the day before P&amp;C meetings to confirm agenda items and requests</i>  | <i>Complete to schedule</i> |
| <i>Chair all meetings according to the rules that govern meetings</i>   | <i>Complete as required</i> |
| <i>Conduct meetings efficiently and fairly</i>  | <i>Complete as required</i> |
| <i>Ensure that members are aware of the contents of the minutes of the previous meeting</i>   | <i>Complete to schedule</i> |
| <i>Sign minutes and reports when endorsed at meetings</i>   | <i>Complete as required</i> |
| <b>Management</b>   |                             |
| <i>Be familiar with the P&amp;C's rules, operations and meeting procedures</i>  | <i>Complete as required</i> |
| <i>Sign any agreements for and on behalf of the P&amp;C following approval by the members and, if necessary, approval by the Principal</i>  | <i>Complete as required</i> |
| <i>Watch for and address any conflicts of interest</i>  | <i>Complete as required</i> |
| <i>Ensure that fellow Executive Officers and P&amp;C members are aware of the requirements of the P&amp;C's</i>   | <i>Complete to schedule</i> |
| <i>Constitution and Accounting Manual.</i><br><ul style="list-style-type: none"> <li>• <i>Supervise the secretary to ensure the communication and records are maintained appropriately</i></li> <li>• <i>Supervise the Treasurer to ensure the Treasurer is meeting the P&amp;C's financial responsibilities</i></li> </ul> | <i>Complete to schedule</i> |
| <i>Perform all other duties in accordance with the P&amp;C Handbook</i>   | <i>Complete to schedule</i> |