

Executive Role:

The President

ROLE DESCRIPTION

The President

Understand rules and operations of a P&C

Good knowledge of P&C meeting procedures

Provide leadership

Chair meetings

Act as your P&C spokesperson/representative

Foster positive communication between P&C and school

Build relationships with wider community

Encourage participation by members

Ensure everybody has a say in the P&C

Accountable for employment and business issues



The President acts as a representative of the P&C Association, encourages communication between the P&C, the school administration and the community and encourages participation of parents in the P&C.

The President will be the chair of meetings and conduct them in an efficient and timely fashion, being familiar with the rules, constitution and other documents governing P&C operations. The P&C Guide is a great source of detailed information regarding how to Chair a meeting and how to manage the different scenarios you might encounter as Chair. To find more information see our resources tab. The President also is an official member of the School Council for the School (if one exists).

The role of a P&C President is rewarding as you help build a supportive team to lead the development of the parent voice in your school community.

Communication and problem solving

It is important to remember that as the president and chair of the meetings, you set the tone. Communicate your expectations, but make sure you listen in equal parts. Become part of the solution to the issues that arise.

Value your team

You cannot do it alone. You need a good trustworthy team who can help get jobs done. This means learning to delegate responsibly and following up on decisions that have been made. Don't forget to thank the people who have contributed, even in the smallest of ways. It will help to keep your volunteers and team members motivated and keen to come back.

Know the rules

P&Cs in Qld are governed under state legislation through the Department of Education and Training. There are rules, but P&Cs Qld is here to help. You are not going to be able to know everything right away, but ultimately you will need to understand what your requirements are. Contact P&Cs Qld to talk through your issues or to have questions answered.

Have a plan

Planning is an important part of P&C work. Working with your P&C team and school community to build a vision, support a budget and create a plan to achieve your goals will give you opportunity to celebrate your wins and move on to the next project.

Invest in a future

Succession planning is key to success, so make sure you recruit able people to take on the role when you leave, and have a handover plan ready to make sure the transition is seamless. Invest some time in thinking through what your options are and how long you see yourself serving your community. Enlist helpers to make it easy to work with you and your team, and train them into the roles you undertake, so that the next people can take up the charge to keep growing the school community and build better futures so that every child has every chance!

Principal Selection Panel information

You may be asked to join a Principal Selection Panel, which helps to assess the right principal for your school in the instance of a vacancy.

[Example President's Report](#)

[Chairing a General Meeting - Example Chair Script](#)

Contact Us:

PO Box 3428, Newmarket Qld 4051

Email: admin@pandcsqld.com.au

Phone: (07) 3352 3900 | Freecall: 1800 218 228

www.pandcsqld.com.au