

PARKLEA PUBLIC SCHOOL
P&C ASSOCIATION



ROLE OF THE VICE PRESIDENT

The Vice President is elected at the P&C Association's AGM each year.

DUTIES

The Vice President is responsible for:

Working Collaboratively with the Executive Committee to ensure the successful functioning of the P&C Association.

Fostering fair participation of all members and ensuring that all new members are made to feel welcome.

Supporting volunteers.

Consistent adherence to the constitution.

Acting as the P&C Association's spokesperson in the President's absence, when public statements or actions are needed.

Setting up lines of communication with the Principal.

Being a signatory on the associations bank accounts.

Chairing meetings (see Fact sheet 10, Chairing meetings), in the absence of the President.

Opportunities maybe given to the vice-presidents to develop their skills in chairing meetings.

Federation recommends that a vice-president be delegated to chair part of a meeting.

The training process could also include delegating the responsibility of sub-committee leadership to vice-presidents. (e.g. Canteen, Uniform Shop)

The Vice President does not make unilateral decisions and should be mindful that all public statements accurately represent the views of the association.