

McDowall State School P&C Association



POSITION DESCRIPTION

Role Title: President
Employment Status: Voluntary, Unpaid
Reports To: Principal McDowall State School
P&C Association Members

P&C ASSOCIATION AIMS

McDowall State School P&C Association exists to promote the interests of the school in order to achieve the best educational outcomes for all children and to facilitate the development and improvement of the school (Source: Constitution 2016).

P&C ASSOCIATION OBJECTIVES

With a focus on working together to achieve the best educational outcomes for all students, the key objectives of the McDowall State School P&C Association are as follows:

1. Foster community interest in educational matters;
2. Try to bring about closer cooperation between the parents of children attending the school and other members of the community, staff members of the school and students of the school;
3. If asked by the principal, give advice and recommendations about
 - a. issues relating to persons who receive educational instruction at the school;
 - b. the general operations and management of the school;
4. Give or assist in the giving of financial or other resources or services for the benefit of persons who receive educational instruction at the school.

ROLE OBJECTIVES

1. Provide leadership to the Association and its members;
2. Operate as the accountable officer of the Association.

RELATIONSHIPS

1. Principal
2. P&C Association Executive
3. Committees
4. OSHC Leadership Team
5. Teaching staff
6. Students and family members
7. Local members
8. Suppliers and external stakeholders

MAIN DUTIES/RESPONSIBILITIES

Primary role:

1. To actively promote the objectives and goals of the P&C Association;
2. Preside at every meeting of the association in which present;
3. Conduct meetings efficiently and timely while ensuring all members feel valued;
4. Provide leadership;
5. Encourage communication between the Association, school administration and the community;
6. Act as a representative of the Association;
7. Oversee accountability of the Association;
8. Be familiar with rules, operations and meeting procedures of the P&C Association;
9. Encourage participation;
10. Build good relationships with voluntary workers and encourage a team spirit;
11. Ensure that over the year, the P&C Association reviews and endorses:
 - a. P&C Association budget and AOP plus sub-committee budgets;
 - b. Student Risk Management Strategy.
12. Oversee the operational management of P&C Association employees (i.e. OSH Director & Coordinators; Tuckshop convenor & assistants; Uniform shop convenor).

Other Responsibilities:

1. Maintain a current Blue Card and provide evidence of this to the P&C Association Secretary;
2. Comply with the McDowall SS P&C Association Student Protection Risk Management Strategy ;
3. Liaise with external parties to develop and foster relationships that will benefit the safety and learning experience of the students;
4. Act as Approved Provider for OSHC including oversight of Assessment and Rating of OSHC against National Standards.

Functional Relationships:

1. Develop and maintain an open and effective working relationship with the school principal;
2. Work closely with other members of the P&C Association Executive;
3. Maintain an open and effective working relationship with the chairs of the Association sub-committees;
4. Develop and maintain effective working relationships with elected members of parliament in the local area.

SKILLS & EXPERIENCE

Qualifications:

No specific requirements, however, Project Management or Administration/Finance related qualifications highly regarded.

Experience:

- Previous experience in a management or leadership role well regarded;
- Exposure to a range of Human Resources; Risk; and Administrative environments useful.

Skills:

- High-level communication skills
- Effective leadership skills
- Conflict resolution and negotiation skills
- The ability to network
- The ability to motivate others
- Time management skills

PERFORMANCE GOALS

- Improve family engagement in the Association including increased rates of membership;
- Achieve compliance with legislation, national standards and regulations relevant to the Association;
- Secure volunteers for vacant official roles within the P&C Association.

AVERAGE TIME COMMITMENT REQUIRED PER MONTH

1. Meetings: Approximately 5 hours per month (including preparation);
2. Other:
 - a. 1.5 hours per week on email correspondence and phone calls pertaining to operational P&C Association matters;
 - b. 2 hours per month with ad hoc meetings with both P&C Association and external parties;
 - c. 1 hours per week reviewing and approving financial payments;
 - d. 1 hour per month promoting the Association and networking with external parties.

Note: This is the anticipated minimum time required for the role to function well. As being part of the P&C Association is a voluntary role, the amount of time invested is up to the individual.

RELEVANT POLICIES AND PROCEDURES

- Communications policy
- [P&C Social Media Guide](#)
- [Support Guide for P&C's](#)
- [Quick Guide for P&C Executive Officers](#)
- [P&C Qld Website](#)

- [McDowall State School P&C Constitution](#)
- [McDowall SS P&C Association Student Protection Risk Management Strategy](#)
- [McDowall SS P&C Association Volunteer Policy](#)
- [Purchasing Policy and Procedure for P&Cs](#)
- [Accounting Manual for P&C's](#)
- [P&C Retail Award](#)
- [P&C Retail Award Summary Sheet](#)
- [Children's Services Award – State 2012](#)
- [Children's Services Award Summary Sheet](#)
- [Clerical Employees Award – State 2012](#)

P&C ASSOCIATION STRUCTURE

McDowall State School Parents and Citizens' Association 2016

