St. Brigid’s College Parent Forum

**Role of the President**

Approved: November 2016

- **PF President** - Dave Thomasson
- **PF Secretary** – Paul Kettle
- **St. Brigid’s College Principal** – Amelia Toffoli

The President presides over all General and Executive Meetings of the Parent Forum. In addition, they provide leadership and act as the Parent Forum’s Representative (including the Advisory Council). They remain impartial at all times and should always remember that they have a responsibility to all Parents, Teachers and Students of the School.
Duties of the President:

It is incumbent all Executive Committee Members to become familiar with and act in accordance with the PF Constitution and other agreed Procedures. Each member should be fully aware of the Roles and Responsibilities of each Role within the Executive Committee.

Executive Committee Members will always demonstrate, re-inforce and encourage the following behaviors / actions at each meeting:

- Respect for all ...
- Courtesy to everyone ...
- Impartiality and willingness to listen ...
- Confidence to share ...

The PF President is expected to:

(a) Subject to Rule 8(a) of the PF Constitution, the President shall chair all general and special meetings of the Parent Forum and all meetings of the elected Executive Committee. The President is empowered to regulate the proceedings and procedure including, with the consent of the meeting, adjournment of business.

(b) Provide leadership for the Parent Forum, including providing instruction / orientation for new Executive Committee Member.

(c) Act as the Parent Forum’s Representative (e.g. Advisory Council).

(d) Exercise Supervision of the functions of other Office Bearers of the Parent Forum.

(e) ensure adequate and efficient communication exists between the Parent Forum and the Federation; between members of the Parent Forum; between the Parent Forum, the College Advisory Council and the Parish Council; and between the parents, Principal and staff of the school.

(f) encouraging parents and others to participate in the activities of the Parent Forum and the school.
**Estimated Time Commitment of the President:**

It is expected that the Parent Forum President will require a time commitment of around four hours per month. This commitment will vary month to month. It is expected that the President will also be pro-actively involved in Parent Forum Organised Events.