The Vice President is the President’s deputy. The Vice President is the point of contact for grant submissions (small and other grant requests).
Duties of the Vice 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 Vice President is expected to:

(a) In the absence of the President at a general / special / committee meeting, the Vice-President shall have the power to conduct and chair meetings of the membership and in the absence of the Vice-President, the members present and entitled to vote shall have the power to select one of their number as Chair.

(b) Become familiar with the operation of the Parent Forum and acquaint themselves with the duties of the President, including a working knowledge of meeting rules and procedure.

(c) Undertake the necessary administration associated with grant applications to the Parent Forum.

Estimated Time Commitment of the Vice President:

It is expected that the Parent Forum Vice President will require a time commitment of around 2 hours per month. This commitment will vary month to month. It is expected that the Vice President will also be pro-actively involved in Parent Forum Organised Events.