



Cherrybrook Technology High School Parents and Citizens Association

Job Description - President

Role

This role involves leading the Cherrybrook Technology High School Parents and Citizens Association (CTHS P&C). This includes associated/subsidiary activities carried out under the auspices of the CTHS P&C (e.g. Canteen, Building/Infrastructure related activities).

The primary responsibilities of this role are:

- Chairing and successful functioning of the CTHS P&C meetings and ensuring that all members are able to participate in meetings.
- Attainment of CTHS P&C objectives through member involvement.
- Maintaining lines of communication with the Principal, School executive members and other staff as appropriate.
- Ensuring the CTHS P&C takes part in relevant decision making processes at the School, and is represented as required at School functions.
- Acting as the CTHS P&C spokesperson when public statements or actions are required.
- Ensuring visibility and appropriate decision making in relation to activities carried out under the auspices of the CTHS P&C (eg. Canteen, building/infrastructure, fund raising).
- Working effectively with other executive members of the CTHS P&C.
- Signatory on CTHS P&C bank accounts and other documentation such as CTHS P&C staff letters of appointment.

The role is an elected role of the CTHS P&C, with elections occurring annually at the CTHS P&C Annual General Meeting.

The number of hours required to carry out the role will vary during the year, as a guide it can be expected that 3 hours per week would be required.