**P & F PRESIDENT - ROLE AND RESPONSIBILITIES**

**President**

Successful meetings very much depend on the President. S/he must uphold the Diocese of Broken Bay Constitution of the P & F. This implies a thorough knowledge of it.

## Role:

It is the President’s role to ensure that:

* Provides leadership and direction for the P & F by working co-operatively and collaboratively with the principal
* Promotes the aims of the P & F
* Supports the executive committee members and ensure correct functioning of all office bearers and subcommittees.
* Chairs meetings and ensures they are properly convened in accordance with the Diocese of Broken Bay P & F Constitution
* Acts impartially and in the best interests of the P & F
* Prepares and presents the annual President’s report of the P & F

## President’s Responsibilities

It is the President’s responsibility to ensure:

* An agenda is prepared and circulated, with the assistance of the secretary and in consultation with the principal.
* The meeting is opened with a prayer/reflection.
* Accuracy of minutes presented and sign when verified
* Appropriate meeting etiquette is maintained.
* Perform customary courtesies – including thanking executives and other helpers, and welcoming new members.
* Those wishing to speak are allowed to do so.
* Decisions made at the meeting are acted upon promptly.
* The meeting is closed only after all other business is concluded, or has been listed as Matters of Future Consideration.

The President must not become involved in activities, which could undermine the President’s reputation for impartiality. In the event of a tied vote, the President should vote to maintain the status quo.