



ARE YOU THE CHAIR?

BE FIRM

BE FAIR

BE FRIENDLY

These notes should be read and used with any relevant sections of the P&F Terms of Reference and the Terms of Reference guidelines. The duties of the Chair commence prior to the meeting. The Chair should ensure that members have been advised of the meeting, that an agenda has been prepared and that the venue and time of the meeting have been advertised.

The Chair should preside at all General Meetings of the P&F. In addition to that responsibility, the Chair should undertake several other tasks such as:

- BE IMPARTIAL
- Provide leadership for the P&F
- Act as the P&Fs representative
- Exercise some supervision of the functions of other Office Bearers
- Encourage parents and others to participate in the activities of the P&F and the school
- Actively pursue a collaborative working relationship with the Principal
- Set a warm and welcoming tone to the meeting
- Greet all members – new and established
- Ensure a quorum is present
- Maintain order of the meeting
- Ensure that members are aware of the minutes of the previous meeting and to obtain confirmation of these minutes
- Give all members the opportunity to speak but also confining speakers to the matters under discussion

THE DEPUTY CHAIR

The specific duty of a Deputy Chair is to act as Chairman at those meetings at which the Chair is absent.

In many P&Fs that is all that is required of a Deputy Chair, which means they operate during the year as just another member of the Committee, however, the Deputy Chair could be seen as a potential understudy to the Chair. Becoming familiar with the operation of the P&F and acquainting themselves with the duties of the Chair, including a working knowledge of meeting rules and procedures is advisable. In addition, Deputy Chairs could offer to act as convenor for any sub-committees established by the Committee and to undertake other tasks to reduce the burden of the Chair. For more information, please go to our website: www.csp.wa.edu.au.

