



HERMIT PARK STATE SCHOOL

Parents and Citizens' Association



Role of the Vice President at Hermit Park State School P&C

The role of the Vice President is to support the President and other committee members as well as the school. The role includes presiding as chair at meetings where the President is absent, being familiar with the operation of the P&C, becoming acquainted with the duties of President, having a working understanding of meeting rules and procedure, and undertaking tasks to reduce the burden of the President.

Responsibilities include:

- Support the President and other committee members. This includes taking an active role in assisting with any events being organised by one of the sub-committees and escalating and resolving any issues encountered.
- Chair meetings if the current President is unable to attend.
- Manage independent projects as required; attend the Executive, P&C and special meetings and assist with issues arising.
- In the absence of the Secretary, the Vice President will take minutes at meetings and relieve the P&C President in their absence.
- Collate and update the 'Just One Thing' forms, send welcome emails to new volunteers and distribute email addresses to appropriate people.
- Will step into the role of President if the current President is away and act as the Approved Provider for Outside School Hours Care facility.