



# **FRIENDS of FRAYNE – EXECUTIVE COUNCIL ROLE DESCRIPTION**

## **PRESIDENT**

Term of appointment Minimum of two (2) years.

**PRIMARY OBJECTIVE:** The President provides leadership and is responsible for the overall operation and governance of the Friends of Frayne.

### **RESPONSIBILITIES:**

- Comply with the Catholic School Parents Western Australia Group (CSPWA) Terms of Reference and the college Code of Conduct.
- Act and be seen to act in the best interests of the Friends of Frayne and its operations, and the school.
- Work collaboratively and constructively with the Principal.
- Work with the Principal in supporting the vision of the school within CEWA's vision to be Christ-centred and child-focused.
- Maintain the valuable on-going contribution by the Friends of Frayne to the school community.

### **KEY TASKS:**

- Liaise with the Principal to understand how the Friends of Frayne can support the school: and promote active involvement of parents/guardians with the Friends of Frayne.
- Conduct all meetings in accordance with standard meeting protocols.
- Ensure all decisions are communicated to Friends of Frayne members in clearly understood terms.
- Ensure the minutes of the previous meeting are approved.
- Monitor tasks undertaken by the Friends of Frayne Council.
- Abide by the Terms of Reference.
- Be a spokesperson for the Friends of Frayne Council.
- Ensure the Friends of Frayne Council understands the financial status of the Friends of Frayne in liaison with the Treasurer of the Friends of Frayne.
- Report to the college community as appropriate and in consultation with the Principal.
- Prepare information for the college newsletter in collaboration with other council members.
- Prepare the Friends of Frayne Annual Action Plan in consultation with other council members, the Principal, the Executive Leadership Team, and the College Advisory Council, as appropriate.
- Prepare an Annual Report that is presented at the Annual Community Meeting.

### **SKILLS REQUIRED:**

- Strong leadership skills.
- Excellent communication skills, with the ability to communicate on all levels, including public speaking.
- Strong interpersonal and diplomacy skills.
- Excellent organisational skills.
- Effective computer skills.