



# Gunnedah Preschool

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## President

### Role:

The President of Gunnedah Preschool provides leadership to the committee and Preschool staff. The president's role is to preside over board meetings, the president works with the Director, board members, staff and community members to further the Preschool's mission. The President is to review and understand the Preschools constitution, by-laws, policies and procedures, financial position and legal situation and strategic plan.

### **Responsibilities**

- Leadership of the committee
- Liaison with the director
- Public relations
- Understanding the organization's governing rules/constitutions
- Developing the committee meeting agenda, in consultation with the director and other committee members.
- Working with the sub/committee to help achieve mutual goals.
- Actively participate and attend each committee meeting and function. If unable to attend, apologies must be received with sufficient notice.
- Communicate effectively with all Preschool staff and committee members; during meetings and when on site at the Preschool, maintaining an open and clear line of communication between staff and management
- Regularly check emails and other communication sources to ensure communication continues between meetings.
- Assist in the development of policies, documentation, strategic plans and other developing frameworks to assist the Director of Gunnedah Preschool.
- Support the committee to manage paid employees including but not limited to advertising and interviewing for new staff as required
- Ensure procedures and documentation is in accordance to the constitution.
- Ensure action items and resolutions are carried out.

A primary responsibility of the president is chairing meetings. This includes;

- Working through the agenda and prioritising items if time is limited
- Ensuring discussion remains relevant
- Keeping discussions to appropriate time
- Allowing everyone to have an opportunity to express their views and opinions.
- Acting as final decision maker when voting is tied
- Sign the minutes after they have been confirmed
- Prepare and deliver a report at each committee meeting and the organisation's Annual General Meeting as well as other reports as required
- Communicate regularly with other members of the committee and the director
- Keep track of tasks that have been allocated to other committee members or the sub-committee.
- Speak on behalf of the service and represent it within the broader community.

**Attributes:**

- Have an understanding of the committee constitution, rules and duties
- Have the ability to work well with others and be a leader to the committee members and staff
- Be able to listen to the feedback and views of members and other interested parties.
- Be a positive leader in all respects.
- Be able to work collaboratively with other committee members.
- Be a positive role model and competent public speaker
- Have the ability to forward plan and lead Gunnedah Preschool to reaching its desired short term and long term goals.
- Be a person who can develop good relationships internally and externally.