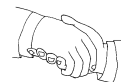




**THE FRIENDS OF FRAYNE**  
SUPPORTING THE STUDENTS, PARENTS, TEACHERS  
AND COMMUNITY OF URSULA FRAYNE CATHOLIC COLLEGE



## **VOLUNTEER POSITION DESCRIPTION**

**Position Title:** **President**

**Position Description:** The President provides leadership and is responsible for the overall operation and governance of the Friends of Frayne. As leader, the President gives witness to the ethos of the College as a role model, by listening, showing interest, appreciation and confidence in members.

The President:

- Operates in accordance with the Friends of Frayne Charter.
- Presides as Chairman at all Council meetings.
- Acts as a spokesperson for the Friends of Frayne.
- Works collaboratively with the Vice President.
- Prepares meeting agenda in collaboration with the Vice President and Secretary.
- Coordinates the duties of the Council members.
- Together with the members of the Executive Council, sets priorities and activities of the Council for the year.
- Liaises with the College Principal, Vice Principal and Heads of School regarding College events and Friends of Frayne activities.
- Prepares information for the College Newsletter in collaboration with other Council members.
- Prepares and presents the President's Annual Report for the Annual General Meeting of the Council.
- Presents and speaks at College seminars and forums as required (e.g. Kindergarten Information Evening, Year 7 Information Evening).
- Attends and represents the Council at formal celebrations, as invited by the College.
- Ensures that all administrative and accounting procedures are properly maintained.
- Participates on the selection panel for the Friends of Frayne Music Scholarship.
- Encourages parents to participate.
- Authorises and co-signs cheques.

**Time Commitment:**

- Minimum 10-15 hours per week depending on Term activities.

**Reporting to:**

- Principal.
- Vice Principal.

**Prerequisites:**

- Strong leadership skills.
- Excellent communication skills, with the ability to communicate on all levels.
- Ability to chair meetings.
- Strong organisational skills.
- Strong interpersonal and diplomacy skills.
- Sound computer skills.
- Must be committed to being a part of the school and working towards making it a better community.