

Position Title: President

Date: February 2017

1. Summary

The President has the fundamental role of providing leadership to the JSSG, in assisting it to carry out its mandate of providing support to the Junior School through the provision of assistance, resources, facilities, time and events. The President liaises with Director of Junior School and Headmaster as and when required on a wide range of issues. The President also acts as Liaison for the Year 6 Breakfast event. Above all, the President works collaboratively with all members of the Executive Committee and assumes financial accountability for events within the remit of President.

2. JSSG Mandate

The President has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:

- Fostering School community spirit by promoting communication between parents, the School and students*
- Supporting the management and staff of St Paul's*
- Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- Conducting a wide range of appropriate supporting activities*
- Directing any funds raised from the above activities back to St Paul's Junior School.*

3. Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the Executive Committee to ensure matters are addressed without delay.
2. Assist in preparation of meetings and agenda with secretaries.
3. Chair monthly meetings.
4. Liaise with Director of Junior School and Headmaster as and when required.

5. Attend and report to monthly St Paul's School Supporters' Association meetings. Provide a brief (half page) written report ahead of these meetings.
6. Ensure that all activities conducted by the group have approval of the School.
7. Ensure all fund-raising activities are approved by the Director of Marketing.
8. Approve and/or assist to draft minutes prepared by the Secretary.
9. Provide additional support and supervision to all office bearers within the JSSG.
10. Initiate dialogue and act as liaison on issues to be brought to the attention of the Executive Committee, as required from time to time.
11. Undertake presentation to new families at the Orientation evening in Term 4.
12. Regular (at least prior to each monthly meeting) communications with the JSSG Event Liaison Representatives, to ensure sufficient support and guidance is being provided in respect of events.
13. Coordinate the JSSG Committee End of Year Committee dinner, in consultation with the Secretary (General).
14. Assist the JSSG Communications Officer with moderating the JSSG Facebook Page for comments and answering enquiries.

4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer Details form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.