

PRESIDENT AND CHAIRPERSON

Role of President

It is the President's role to:

- provide leadership and direction for the P&F;
 - work collaboratively and cooperatively with the Principal and Parish Priest;
 - promote the aims and objectives of the P&F;
 - support other members of the Executive Committee;
 - schedule, plan and preside over meetings of the P&F as Chairperson*;
 - schedule, plan and preside over meetings of the Executive Committee; and
 - attend to incoming and outgoing correspondence as presented by the Secretary between meetings and follow up on action arising from previous meetings.
- * this can be allocated to another member of the Executive where appropriate.

Role of Chairperson

The President is normally the Chairperson of P&F meetings.

It is the Chairperson's role is to:

- properly convene each General Meeting in accordance with the Constitution;
- ensure an agenda is prepared and circulated with the help of other Executive members;
- ensure a quorum is present at each meeting;
- ensure the punctual start and finish of meetings as stipulated in the agenda;
- ensure all motions and amendments are put in clearly understood terms and relate to the business of the meeting;
- ensure that control of the meeting is maintained; and
- after impartially hearing all views on a matter and with the consent of the meeting declare that discussion is closed and put a question/motion to the vote. This can be done via a show of hands or via secret ballot as required.

The Chairperson's role in discussions at meetings:

The Chairperson must remain impartial in a discussion. They must ensure that all points on both sides are raised and thoroughly debated. If the President when acting as Chairperson has strong views on the matter being discussed then they should step down from the Chair for that particular discussion to enable him or her to speak from the floor. The Vice President or another Executive member can take the Chair for the duration of the discussion.

The Chairperson's role in voting at meetings:

The Chairperson can exercise a casting vote if voting is tied. In the case of a tied vote the President is generally advised to vote to maintain the status quo.

