

Area Co-ordinator Position Description 2019

ORGANISATION MISSION

Achieving world class student futures through genuine partnerships.

PURPOSE OF THE POSITION

The Area Co-ordinator is a vital volunteer role within the effective operations of QCPCA. QCPCA trades as two entities: P&Cs Qld and School Councils Qld. The role supports the work of the state office, in particular, the Training and Development Officer (TDO) and P&C Services.

SCOPE

The Area Co-ordinator reports to the Chief Executive Officer (CEO) through the TDO. The Area Co-ordinator liaises with:

- a) QCPCA State Office, primarily with the TDO and P&C Services;
- b) P&Cs and School Councils in their Area;
- c) Local stakeholder groups, including Principals.

RESPONSIBILITIES

- a) Promote the benefits of P&Cs Qld membership
- b) Develop and maintain a continuing dialogue with State Office;
- c) Facilitate skilling/networking opportunities for local P&C's;
- d) Direct members to the full suite of resources including the info place and social media;
- e) Be available to hear issues of concern with members and to refer these to state office;
- f) Foster and encourage growth of the member's roles and responsibilities;
- g) Encourage all members to attend or be represented at local and state events;
- h) Develop a team of interested Area members as a support group for the Co-ordinator (in conjunction with the TDO);
- i) Provide reports including Area budget and plan as required by the CEO.

KNOWLEDGE, SKILLS AND ABILITIES

Essential

- have at least two years' experience as a P&C executive member;
- be a member of a P&C in the Area;
- be familiar with the Company's policy and strategic direction (available on our website);
- have working knowledge of operations of P&Cs and the relevant legislation and manuals;
- know when to refer issues to the P&Cs Qld state office;
- maintain strict confidentiality and adhere to the Code of Conduct;
- professionalism.

Skills

- interpersonal skills, including the ability to engage, support and empower others;
- effective communication skills
- demonstrated team leadership;
- intermediate computer skills including the Microsoft Office suite;
- public speaking capability (desirable)

Personal Attributes

- be honest, trustworthy and demonstrate ethical behaviour;
- be respectful of fellow volunteers and staff;
- possesses social and cultural awareness and sensitivity;
- values the work of P&C volunteers and diversity in teams; and
- has a commitment to public education.

Please complete the following form if you wish to be considered as an Area Co-ordinator

Name: _____

Address: _____

Phone: _____

Email: _____

P&C Association: _____

I understand and agree to abide by the Constitution and Regulations of QCPCA

I have read and understood the position description for Area Co-ordinator

I attach a signed copy of the Code of Conduct (if not previously supplied)

I would like to nominate as an Area Co-ordinator because (address the criteria contained in knowledge, skills and abilities. Attach additional pages as required.)

Please provide a short bio

Signature: _____ Date: _____

Signed by P&C President: _____

P&C President Name: _____

Contact number: _____

Office Use Only:

Nomination approved: yes no date:

Nomination endorsed: yes no date:

P&Cs Qld Code of Conduct

Every Representative of P&Cs Qld is expected to comply with this Code of Conduct and acknowledge the acceptance of this Code.

A Representative:

- must act honestly, in good faith and in the best interests of the organisation as a whole;
- has a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office;
- must use the powers of office for a proper purpose, in the best interests of the organisation as a whole;
- must recognise that the primary responsibility is to the organisation as a whole and where appropriate, have regard for the interest of all stakeholders of the organisation;
- must not make improper use of information acquired as a Representative;
- must not take improper advantage of the position of Representative;
- must satisfactorily manage any conflict with the interests of the organisation;
- has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken;
- must recognise that confidential information received by a Representative in the course of the exercising of those duties remains the property of the organisation from which it was obtained and that it is improper to disclose such information, or allow it to be disclosed, unless that disclosure has been authorised by the organisation, the person from whom the information has been provided or is required by law;
- must not engage in conduct likely to bring discredit upon the organisation; and
- has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.
- agrees that in the event of a conflict of interest arising, they will immediately advise the President and accept such directions as the President may from time to time make in respect of that conflict.

Date:

Name of Representative:

Signature of Representative:

P&C: