

P&F President

Role Purpose

The Parents & Friends (P&F) group plays a vital role in our School community, with our primary goal to create and nurture opportunities for parents to build meaningful connections and lasting friendships. The P&F President provides strategic, community-focused leadership to strengthen parent engagement, support School priorities, and foster an inclusive, connected environment where families feel welcomed and involved. The role oversees P&F governance, operations, and activities, ensuring alignment with Mentone Grammar's Values and the P&F Charter.

Leadership & Governance

- Lead and support the P&F Executive and broader team, fostering collaboration, clarity of roles, and a positive culture.
- Chair P&F meetings, ensuring productive discussion and clear decision-making.
- Set and champion P&F strategy and annual priorities, ensuring initiatives deliver meaningful value to the School community.
- Maintain strong working relationships with the Principal, Director of Advancement, and School Liaison to ensure P&F activities align with School goals.
- Ensure compliance with the P&F Charter, School policies, and governance requirements.
- Provide oversight of P&F finances, including budget planning, expenditure approvals, and transparent reporting.

Community Building

- Cultivate a welcoming, inclusive, and engaged parent community.
- Encourage participation and involvement across all year levels and backgrounds.
- Represent the P&F and parent community at school events as a positive, approachable ambassador.

Planning & Oversight

- Lead annual planning for P&F priorities, events, and community activities.
- Oversee P&F events, programs, and subcommittees, ensuring clarity of purpose and adequate resourcing.
- Support event leads and volunteers with guidance, problem-solving, and encouragement.

Communication

- Promote the P&F to parents, clearly articulating its purpose, activities, and opportunities to get involved.
- Communicate P&F initiatives, decisions, and updates through appropriate channels in partnership with the School Liaison and Advancement team.
- Ensure messaging is timely, inclusive, and aligned with School communication standards.

Key Attributes

- Collaborative leadership style with strong interpersonal skills.
- Ability to build relationships across diverse parent groups and school staff.
- Organised, proactive, and comfortable leading volunteers.
- Clear communicator with a warm, inclusive approach.
- Commitment to Mentone Grammar's Values and community spirit.