



RGLPS Standing Orders - Appendix 1

RGLPS

School Council Office Bearer

Roles and Responsibilities

19 May 2020

Introduction

The school council shall select from its members the following office bearers:

- President, who shall not be a DET employee
- Vice-President, who shall not be a DET employee
- Secretary
- Treasurer, who shall not be the Business Manager

The **terms of office bearers** shall be **twelve months**, and office bearers shall be elected at the first council meeting following the declaration of the poll (usually in March). The council meeting will be held as soon as practicable after the declaration of the poll. The first component of the meeting will be held for the appointment of community members, if relevant for this council. The co-option of community members and the filling of casual vacancies through co-option, and the subsequent election of office bearers will be presided over by the Principal.

Election of office bearers

In the election of an office bearer, if the votes are tied, the school council will decide the outcome by either holding a new election or drawing of lots. If a new election is held and is also tied, the school council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

The **roles of the office bearers** are as follows:

- a) The role of the **President** is to:
 - effectively chair school council meetings (ensure that everyone has a say in meetings and that decisions are properly understood and well-recorded)
 - ensure a quorum exists at the beginning of the meeting
 - be a signatory to contracts, the school strategic plan and financial accounts
 - sign minutes of meetings when they have been confirmed
 - together with the school council, endorse the school self-evaluation, terms of reference for school review, the school annual implementation plan and school annual report to the school community
 - ensure council stays focused on improving student outcomes
 - with the principal, be council's spokesperson and official representative on public occasions
 - when votes are tied, have a second or casting vote
 - foster a participatory relationship between all members of the school community

The school council president is an ex-officio member of all council sub-committees.

- b) The **Vice-President** shall, in the absence of the President, represent the President when necessary.
- c) The **Secretary** is responsible for:
 - tabling all correspondence relevant to the meeting
 - drafting all correspondence authorised by the council

- issuing amendments to policy and standing orders as decided by council
 - managing the process of circular resolutions as necessary.
- d) The **Treasurer** is responsible for:
- convening the Finance Sub-committee of Council and providing recommendations from the sub-committee to council at each meeting;
 - presenting to school council a monthly statement of the financial position of the council; and
 - providing Profit and Loss statements for all trading operations twice a year.

The School Council Executive

The **Executive** is composed of the:

- President
- Principal
- Vice President
- Secretary
- Treasurer

The presiding member, who must not be a DET employee, shall have both a deliberative and casting vote. In its role as the administrative arm of the council, the Executive shall:

- a) make decisions of a routine nature in the name of the council when necessary (due to the urgency) between meetings
- b) report any decisions acted upon above hereof to the next ordinary meeting of council
- c) if it deems a matter to be of sufficient importance, call an extraordinary meeting of the council to decide the issue

School Council Support – The School Business Manager

The School Business Manager is responsible for:

- a) the typing, copying, collating and distribution of all school council and committee materials
- b) distributing, in conjunction with the Principal, material for each school council and committee meeting at least 5 business days prior to the meeting
- c) forwarding to the Treasurer as soon as the end of the month financial report as listed in the Finance Manual for Victorian Government Schools.