

# Position descriptions for school council members / officers

## **Council member**

- 1 maintain confidentiality of council meetings
- 2 read council papers before the meeting
- 3 be punctual when attending council meetings
- 4 actively participate and engage in council discussions and deliberations
- 5 act in the best interests of the school
- 6 act fairly and in good faith
- 7 ask questions
- 8 respectfully consider the opinions and views of others
- 9 whilst in the role of council member/director, not to make improper use of information acquired by virtue of that position to gain directly or indirectly
- 10 engage in ongoing review of the effectiveness of council meetings

## **Council chair**

- 1 lead council meetings
- 2 ensure all council members are engaged in discussions and deliberations
- 3 in collaboration with the council executive, develop meeting agendas
- 4 act as a liaison between council and principal within a critical friend relationship
- 5 facilitate the performance review process of the principal and the subsequent development of a professional learning plan
- 6 facilitate the performance review process of the council and the subsequent development of a council learning plan
- 7 provide reports on council business to relevant stakeholders
- 8 attend school events as appropriate
- 9 serve on council committees as appropriate
- 10 ensure the council operates within the framework of its constitution

## **Council deputy chair**

- 1 when chair is absent, assume the responsibilities of the chair
- 2 in partnership with the chair, ensure new councillors are appropriately inducted
- 3 act as a member of the council executive

## **Council executive officer / secretary**

- 1 undertake duties under the direction of the chair
- 2 ensure council members receive necessary information and materials for meetings
- 3 attend all meetings of council and its committees
- 4 prepare space and catering for council meetings
- 5 for principal and council members, act as first contact for all council matters
- 6 manage all council correspondence
- 7 record the minutes of all council meetings
- 8 disseminate relevant papers for meetings to all council members