

School Councils

Chairperson and Secretary

Chairperson

The school council must elect one of the members as chairperson (s.89(1) of the Act).

The role of the chairperson is to:

- preside at meetings;
- manage the business of the council; and
- provide leadership to the council.

Eligibility

To be eligible for election as the chairperson, a person must:

- be a member of the school council;
- not be a coopted student member (s.87(b) of the Act); and
- not be the principal (s.89(2) of the Act).

Term of Office

The chairperson holds office for the term decided by the school council, unless the person's term of office as a member of the council ends sooner than the chairperson's term.

Secretary

The council must elect one of the members as secretary.

The role of the secretary is to:

- co-ordinate the correspondence of the council;
- keep full and correct minutes of the proceedings of school council meetings;
- have custody of all books, documents, records and registers of the council, which are accessible to any person within the school community; and
- perform such other duties as required.

Eligibility

Eligibility requirements for the secretary is the same as for the chairperson.

Election process for Chairperson and Secretary

1. Members must self-nominate in person at the relevant meeting.
2. If there is only one nomination for a position, the nominee will be elected to the relevant office.
3. If there is more than one nomination for a position, the nominee who receives the majority of the votes will be elected to the relevant office.
4. Voting is held by a show of hands.