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