

Role of School Council President

The school council president has four main roles. These are:

1. Be a chair of the school council and act with the principal as council's spokesperson and official representative on public occasions
2. Chair school council meetings
3. Be a signatory to accounts, contracts and the school strategic plan
4. Ensure council stays focused on improving student learning outcomes.

The school council president may also participate as an ex officio member of all sub-committees established by school council. This means that because of his/her official position, the school council president is a member of all committees.

Chairing meetings

The school council president needs to be able to effectively **chair** meetings. This means:

- Ensuring the meetings are run efficiently and achieve their purpose
- That meeting processes comply with the school's standing orders
- With the principal, prepare the agenda and relevant papers
- Ensure the minutes from the previous meeting are accurate and then sign and date those minutes
- Start and finish the meeting on time
- Notify council of any apologies received
- Table all correspondence, in and out
- Ensure all councillors have the opportunity to be heard
- Facilitate the resolution of any conflict.

Tied votes

When a vote is tied (for example an even number of people are for and against the decision), the president has the casting or deciding vote. It is therefore important that when the president offers a personal opinion on an issue, this is clearly stated. Councillors need to be able to clearly distinguish between the president's personal views and when a ruling is made as president of school council.

Who can be president?

Any member of school council may be a school council president except for DEECD employees. This includes those parent members who work for DEECD as well as staff members.