

Works closely with

- Principal, secretary, treasurer, other members of council, and the wider school community
- Deputy chairperson, who is an ordinary member of the council that takes on these additional duties when the chairperson is not available.

Located at

- Victor Harbor High School, 3 George Main Road Victor Harbor SA 5211

Minimum time commitments

- Governing Council meets twice a term for 2-3 hours.
- Meeting twice a term with the principal to set the agenda approx. 1hr twice a term.
- Possible further 1-2 hrs a week to read, review and/or edit reports and or policies.
- 2hrs per term to attend official engagements at the request of the Principle or as a representative of the school.

Key duties

Chairperson

- Prepares the agenda, working with the site leader and secretary.
- Chairs the meeting and makes sure it runs smoothly.
- Makes sure meetings are properly organised and quorum is met.
- Makes sure there is full and balanced participation of members in meetings.
- Facilitates voting on motions at the meetings.
- Makes sure resolutions of council are acted on.
- Reports to the community at the annual general meeting (AGM).

General duties

- Attends all council meetings and lets people know if they can't make it.
- Represents the views of the wider school community.
- Offers advice on a range of topics about the site.
- Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate).
- Actively takes part in discussions about the governance of the school/preschool.

General responsibilities and requirements

The chairperson has the same responsibilities as a general member of the governing council. This means you agree to:

- Comply with the council's constitution
- Comply with the council's code of practice
- Meet the department's requirements for screening, training and induction (your site leader will guide you through what's required)
- Keep up-to-date and informed about your work on the council by looking at:
<https://www.education.sa.gov.au/sites-and-facilities/governing-councils>

Desirable experience, skills and personal characteristics

- Experience leading a diverse group of people.
- Positive attitude.
- Be a good listener and be sensitive and considerate.
- Interested in seeing children and young people do well at school.
- Willing to work together with parents, the community and school staff.
- Able to understand and respect different points of view and different cultures.
- Can lead conversations in a balanced and fair way.
- Maintain confidentiality of information discussed and/or read.

Benefits to you

When you volunteer to be the chairperson for a governing council at your child's school you will:

- Experience a close working relationship with staff and leaders
- Be involved in a shared strategy and vision
- Have an opportunity to meet parents and other community members
- Have the fulfilment of contributing to the welfare of students at the school.