

Works closely with

- Principal, chairperson, treasurer, other members of council, and the wider school community

Located at

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

Minimum time commitments

- General meetings twice a term (i.e. Wednesday, Week 3 and 7)
- Time to respond to any correspondence, type minutes etc. attend related meetings 3 – 4 hours per term.

Key duties

Secretary

- Makes sure people are told about the meeting ahead of time.
- Assists the chair to prepare the agenda.
- Distributes the meeting minutes, agenda and any supporting correspondence.
- Makes sure that minutes are taken at the meetings and distributed to members.
- Keeps all records of council, with help from the site leader - this includes the Constitution, vacancies, standing orders, reports, minutes, contracts, code of practice and any other formal correspondence.
- Makes sure the common seal is kept in a safe place (for example, the school safe).

General duties

- Attends all council meetings or puts in their apology.
- Represents the views of the wider school community, as a representative of all parents.
- 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.

General responsibilities and requirements

The Secretary 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/working-us/governing-councils>
- Is required to attend all meetings or puts in an apology
- Should be prepared to nominate to be on one of the committees of council
- Is to bring their experience and expertise to the council
- Is to ensure that once a decision is reached by council, that all councillors support that decision in the school community
- Is to act in the best interests of the school community
- Is to be prepared for council meetings and willing to openly discuss issues
- Is to consult with the school community to inform themselves.

Desirable experience, skills and personal characteristics

- A positive attitude.
- Interested in seeing children and young people do well at school.
- Willing to work together with other parents, the community and school staff.
- Able to understand and respect different points of view and different cultures.
- Can take part in conversations in a balanced and fair way
- Understanding of complex issues facing some families in the community
- Maintain confidentiality of information discussed or read.

Benefits to you

When you volunteer to be on 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
- Develop a deeper understanding of education and Departmental systems
- Have the fulfillment of contributing to the overall welfare of all students at the school.