

# Role of School Council President

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

1. 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. Uphold all council decisions and work in partnership with the principal
5. 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

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

- Ensuring the meetings are run efficiently and achieve their purpose
- Ensuring that meeting processes comply with the school's standing orders
- Preparing the agenda and relevant papers with the principal
- Ensuring the minutes from the previous meeting are accurate and then signing and dating those minutes
- Starting and finishing the meeting on time
- Notifying council of any apologies received
- Tabling all correspondence, inwards and outwards
- Making sure that all councillors have a chance to have their say and that decisions are properly understood and recorded
- Ensuring that new councillors receive an appropriate induction to enable them to participate fully
- Facilitating the resolution of any conflict.

## Tied votes

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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?

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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.