# Governing council principal’s role description – suggested template

## Works closely with

* Chairperson, deputy chairperson, secretary, treasurer, other members of council, committee members, school staff, students and the wider school community

## Located at

* <Add your site’s name here>

## Minimum time commitments

* <Add details about how often your council meets>
* <Add any other time expectations, for example ’2 to 3 hours a term reading plans and reports’>

## Key duties

These are the key duties of the principal on the governing council – these are in addition to broader responsibilities as leader of the school.

### Principal

* Is automatically a member of the council because they are the principal (ex-officio member).
* Must be on the finance advisory committee, or have a nominee.
* Drafts the school budget for the finance advisory committee and the council.
* Presents a report at council meetings that compares achievements with the site learning plan and any other targets or criteria set by the council.
* Keeps the council advised of directions and other information from the Department for Education and Child Development.
* Organises elections for staff representatives and, if needed, students representatives.
* Is the returning officer for the election, nomination and appointment of parent members.
* Runs the election of parent members at the annual general meeting (AGM).
* Calls and runs the first ordinary meeting of the council (the first meeting after the AGM).
* Provides any necessary support to the chairperson, for example helping prepare the meeting agenda.
* Reports to the community at the AGM.
* Line-manages staff employed by the council (for example, canteen and out of school hours care staff, the grounds-person).

### 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 school.
* 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 principal also 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
* keep up-to-date and informed about your work on the council by looking at:  
  [www.decd.sa.gov.au/governingcouncils](http://www.decd.sa.gov.au/governingcouncils)