



# SCHOOL ADVISORY COUNCIL NOMINATION

There will be opportunities for members of the school community to serve on the School Advisory Council next year. Interested persons are requested to nominate themselves, seek nomination or nominate others to this important position in our school community.

## FUNCTIONS OF THE ADVISORY COUNCIL

The functions of the Advisory Council include working with the principal on:

- Planning for the present and future operation of the school.
- Disseminating information about the school and about Catholic education to persons and organisations in the school community.
- Liaising in all matters relating to the financial management of the school with persons and organisations in the local Catholic community.
- Managing all the finances associated with the school.

## CRITERIA FOR MEMBERSHIP OF THE ADVISORY COUNCIL

Membership of the School Advisory Council is based on:

- Possession of special skills that will be an asset to the Council.
- a deep interest in the welfare of all students and staff.
- a desire to give service to the Catholic school community.
- a keenness to promote Catholic schooling.
- an ability to work co-operatively and constructively with all other members of the Council.

## ROLE OF ADVISORY COUNCIL CHAIR

- Facilitate monthly meetings based on set agenda items.
- Liaise with the principal prior to Advisory Council meetings where needed.
- Sit on staff appointment panels as required by the principal.
- Present the Chairperson's report at the AGM.

## ROLE OF ADVISORY COUNCIL SECRETARY

- Request any apologies and agenda items from Council members prior to the date of the meeting.
- Email meeting agenda and relevant reports to members prior to the meeting.
- Take minutes during the meeting.
- Complete minutes of the meeting and email to all members.

## ROLE OF ADVISORY COUNCIL TREASURER

- Liaise with the school Finance Officer before every meeting and discuss financial matters that needed to be presented to the Advisory Council.

- Provide the members of the Advisory Council with a summary of financial matters pertaining to the school (e.g., school fees, outstanding debts, general financial updates).
- Present a Treasurer's report for every Advisory Council meeting and at the AGM.

## ROLE OF INDIVIDUAL COUNCIL MEMBERS

- To attend all Council meetings and be involved in the decision-making process (Council meetings are held on the third Wednesday of each month at 5.30pm).
- To prepare well for meetings.
- To become informed about and develop competence in all matters affecting the Council.
- To provide advice to the principal with respect to the formulation of school policy that has financial implications.
- To support the Ethos of the Catholic School.
- To abide by the Council Code of Ethics and Code of Conduct.
- To assist the Chairperson, Secretary and Treasurer as required.
- To be a member of sub-committees or other task groups.
- To represent the members of the group that nominated you.
- To generally, bring to the attention of the Council any issues or problems in the group or organisation which need to be dealt with by the Council.

**CLICK HERE FOR THE NOMINATION FORM:**

<https://forms.office.com/r/nGKsXnKgHs>