

Chairperson

The Chairperson of the School Association must be a parent representative. Additionally, the Chairperson can not be employed by DECYP in any capacity.

The role of Chairperson

1. Be familiar with the constitution, rules and meeting procedures
 - a. The Constitution register
 - b. The Secretary's Instruction No. 7 for School Associations
 - c. The Ministerial Instruction No. 12 for School Associations
 - d. Division 3 of the Education Act 2016 (Tas)
2. Provide leadership
3. Is to promote open, balanced and transparent decision making
4. Chair the Committee Meetings and Annual General Meetings
5. Ensure quorum is present
6. Understand voting at general and committee meetings
7. Ensure that at least one committee meeting is undertaken each term
8. Ensure that the committee meeting has an agenda. Good practice would have the Chair, Secretary and Principal formulated prior to the meeting.
9. Act as spokesperson for the Association
10. Encourage and foster communication between the School Association, the Committee and School

The constitution states that:

1. The Chairperson must be a parent representative
2. Must chair all general and committee meetings they are present for
3. Chairperson may adopt procedures to adequately carry out the meeting
4. The Chairperson can call a special committee meeting
5. The Chairperson has the casting vote where votes are equal (at committee meetings only)
6. The Chairperson may exclude School Association members from a meeting.
7. Observers can only speak at the direction of the Chairperson

The chairperson should have a good understanding of the purpose of the School Association and the committee.

Running a meeting

An agenda should reflect the running of the meeting and act as a guide for the chair. Sitting beside the secretary and working as a team is a good way to stay on track.

The chair has the responsibility to:

1. Open the meeting
2. Deliver an acknowledgment of country
3. Acknowledge quorum
4. Understand and call for any conflicts of interest
5. Decide who speaks
6. Manage conflict and debate'
7. Close debate
8. Call for voting on motions
9. Acknowledge observers and manage their questions and behaviour
10. Close meeting

A good chairperson:

1. Ensures the meeting is constitutional
2. Manages discussion, debate and summarises discussion
3. Follow the committees ways of working or code of conduct - (guide to Ways of Workings)
 - a. Ensure all voices are heard
 - b. Stick to times
 - c. Be prepared and present
4. Understands their teams strengths and weaknesses and uses them to the advantage of the Association.

Functions of school association (managed by the committee)

- **Participate in** the formulation and development of school policies.
- **Participate in** the formulation and implementation of plans for the improvement of the school;
- **Participate in** –
 - establishing and reviewing, from time to time, the school's objectives, priorities, strategic directions and values; and
 - the planning of financial arrangements necessary to fund those objectives, priorities, strategic directions and values; and
 - evaluating the school's performance in achieving those objectives, priorities, strategic directions and values;
- **Participate in**, and provide advice on, the selection of the person to be the principal of the school (other than a temporary principal or acting principal);
- **Provide advice** and recommendations to the Secretary on any matter relating to policy with respect to State schools and schooling;
- **Foster** in the school community an understanding of –
 - the value of education generally; and
 - the benefits of education;
 - to foster cooperation among teachers, students, parents and the school community;
 - other functions determined by the Minister or prescribed in the regulations.

The School Association can not interfere with the day to day running of the school.