

ASSISTANT RETURNING OFFICER

Supports the school board by coordinating board member elections.

Board role	Responsibilities
Compliance and administration	<ul style="list-style-type: none"> > Coordinate school board elections: <ul style="list-style-type: none"> • in line with the School Board Manual • in a fair way and following proper processes • in line with confidentiality and privacy principles and requirements
Liaison	<ul style="list-style-type: none"> > Advise the principal of multiple membership vacancies in the same category so the board can consider staggering appointments > Invite eligible school community candidates to nominate for vacant positions and vote in elections > Advise candidates with invalid or incorrect nominations to resubmit a valid nomination > Keep candidates updated about the election and appointment processes > Advise new members about the term of their appointment after the Returning Officer (the Director, Governance and Community Liaison) has made the appointment

Board reporting	Responsibilities
General documents	<ul style="list-style-type: none"> > Prepare all board election documents, including: <ul style="list-style-type: none"> • nomination forms • ballot papers • return forms > Advise the Returning Officer within five days of a member resigning

SCHOOL BOARD ROLES AND RESPONSIBILITIES



Board reporting	Responsibilities
For more information	<ul style="list-style-type: none">> The ARO is not a board member or someone seeking a board position, but may belong to the school's community or staff> http://www.education.act.gov.au/school_education/school_boards