

CHAIRPERSON

Leads the school board, working with the principal, to ensure it meet its obligations and functions effectively.

Board role	Responsibilities
Compliance and administration	<ul style="list-style-type: none"> > Be a board member as well as the board's chairperson > Work with the principal to ensure the board functions well and efficiently > Focus the board on strategic issues and activities, not on managing school operations > Manage board meetings > Sign verified meeting minutes > Manage conflicts of interest and conduct issues
Membership	<ul style="list-style-type: none"> > Support the induction of new board members > Ensure members understand their roles and responsibilities and sign the Code of Conduct
Liaison	<ul style="list-style-type: none"> > Communicate board activities and decisions to the school community
Board reporting	Responsibilities
General documents	<ul style="list-style-type: none"> > Endorse board-approved school performance reports for provision to the school community
Finance	<ul style="list-style-type: none"> > Sign and certify the school's half-yearly financial statements > Complete the annual Disclosure of Interest Statement and check it is submitted
Strategic and action plans	<ul style="list-style-type: none"> > Endorse the five-year school Strategic Plan and annual Action Plan
For more information	<ul style="list-style-type: none"> > http://www.education.act.gov.au/school_education/school_boards



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