assistant returning officer

#### Supports the school board by coordinating board member elections

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| Board role | Responsibilities |
| **Compliance and administration** | * Coordinate school board selection processes: * in line with the School Board Handbook – Selection and Appointment of Board Members * in a fair way and following proper processes * in line with confidentiality and privacy principles and requirements |
| **Liaison** | * 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 selection and appointment processes * Advise newly appointed 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** | * Prepare all board selection documents, including: * nomination forms * ballot papers * return forms * Advise the Returning Officer within five days of a member resigning |
| **For more information** | * The ARO must not be a board member or someone seeking a board position, but may belong to the school’s community or staff * <https://www.education.act.gov.au/public-school-life/get-involved-in-your-childs-school/school_boards> |

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