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
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| 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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