chairperson

#### Leads the school board, works with the principal, and ensures the board meet its obligations and functions effectively

|  |  |
| --- | --- |
| Board role | Responsibilities |
| **Compliance and administration** | * Be a board member as well as the board’s chairperson
* Work with the principal to ensure the board functions effectively 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** | * Support the induction of new board members
* Ensure members understand their roles and responsibilities and sign the Code of Conduct
 |
| **Liaison**  | * Communicate board activities and decisions to the school community
 |
| Board reporting  | Responsibilities |
| **General documents** | * Endorse the Annual School Board Report for provision to the school community
 |
| **Finance**  | * Authorise and sign the school’s half-yearly financial statements on behalf of the board
* Complete the annual Disclosure of Interest Statement and check it is submitted
 |
| **Strategic and action plans** | * Endorse the five-year School Improvement Plan on behalf of the board
 |
| **For more information** | * <https://www.education.act.gov.au/public-school-life/get-involved-in-your-childs-school/school_boards>
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