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> | |

[CC BY symbol](http://creativecommons.org/licenses/by/4.0/)**SCHOOL BOARDS FACT SHEET – ROLES AND RESPONSIBILITIES -CHAIRPERSON - 00005/3.4** is the unique identifier of this document that was approved and published 17 February 2020. It is the responsibility of the user to verify that this is the current and complete version of the document, available on the Directorate’s website at <https://www.education.act.gov.au/publications_and_policies/policies/A-Z>

© Australian Capital Territory 2020. This work is licensed under a [Creative Commons Attribution 4.0 licence](http://creativecommons.org/licenses/by/4.0) and subject to the terms of the license including crediting the Australian Capital Territory Government as author and indicating if changes were made.

Arts ACT-cover background.jpgACTGov_inline_black.wmf