



[SCHOOL LEADER ELECTION PROCEDURES]

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School Leader Election procedures

This information package contains information for students seeking election for the following School Leadership positions:

- Year 12 Page 4
 - President
 - Vice President
 - Student Representative Council representatives

- Years 7, 8, 9, 10 and 11 Page 9
 - Student Representative Council representatives

- Junior AECG Page 14



School Leader Election procedures

Attributes for the School Leaders

It is expected that School Leaders will have the following qualities: loyalty to the school and community, consistency in modelling the ideals and standards of the school in dress, behaviour, responsibility and learning, maturity and ability to communicate to students at all levels and within an adult environment.

It is expected that all school leaders in the school will represent the concerns, needs, interests and goals of the entire student body. Positive and constructive leadership of the school will naturally be promoted when student representative leaders, parent-community leaders and school executive form a strong partnership.

The School Leaders not only represent the school but the vibrancy and character of a particular year group. Both these groups will not always be easy to please.

Skills for School Leaders

Communication through public speaking is the most challenging and demanding role for School Leaders. The School Leaders will be required to address full school assemblies, P&C meetings, service club dinners, sponsor's functions, staff meetings, Year 7 student/parent inductions and a myriad of other formal and informal occasions. All such functions at Dungog High School are chaired by School Leaders students as part of the school's commitment to student leadership programs that embrace fulfilling student potential.

When uniform is required, School Leaders must model the school's uniform requirements consistently. Younger students will quickly point to School Leaders as a source of challenge if they choose not to be in dress code.

School Leaders have an obligation to widen their communication network, both within the grade and throughout the school. They will be the voice and ears of students when issues are discussed and will raise issues of concern with the School Executive. It is vital that the opinions they express are ones that derive from the concerns of the students rather than their own whims.

Negotiation skills are important for School Captains. As representatives of the student body they will be asked to make submissions on their behalf to the School Executive, P&C, school council or directly to the Principal. Their advocacy, negotiation, consultation and conciliation skills will be acutely on display to students, staff and parents.



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At Dungog High School the weekly morning tea attended by the Presidents, Vice Presidents, senior SRC and the Principal provides an excellent forum for honest and open negotiation on all matter of issues. Agreement is not high on the agenda, what is important is the resultant discussion and positive communication processes.

Exclusions

Given the high expectations for School Leaders at Dungog High School, the following circumstances may result in candidates being deemed ineligible for selection for any School Leadership position within the school:

- Students whose attendance is below 85% in the preceding two (2) terms may be excluded;
- Students who have had more than three (3) negative entries recorded in Sentral in the preceding two (2) terms may be excluded;
- Students who have been suspended in the past 12 months may be excluded;
- Students who have been on a Whole School Monitor in the past 12 months may be excluded.

The Principal will notify any nominated student of their exclusion, prior to the commencement of the next step in the election process.

If you have read and are happy to meet the specific criteria for the position of School Leader of Dungog High School please follow the procedures set out in the following pages:

- Page 4 - President, Vice President and senior SRC representatives
- Page 9 – SRC representative for Years 8, 9, 10 and 11
- Page 12 - SRC representative for incoming Year 7
- Page 14 – Junior AECG representatives

Good luck in your endeavours to provide positive and meaningful leadership in the school.

Mrs Janene McIntosh
Principal

Miss Larissa Herman
SRC Coordinator



Year 12 Presidents, Vice-Presidents and SRC delegates

If you believe that you meet the criteria for School Leadership listed on pages 1 to 3 and wish to apply for the position of President, Vice President or senior SRC representative for Year 12 you will need to:

1. Nomination Form – submit to the Year 11 Year Advisor by lunchtime on Friday, Week 4, Term 3

2. Letter of Application – submit to the Principal by lunchtime on Friday, Week 5, Term 3

You will be required to submit a letter of application for the position of President, Vice President or senior SRC representative. Your application letter should include:

- a) Why you want to be School Captain
- b) What you can contribute to the school
- c) Your skills
- d) Things you have represented the school in
- e) Your outside school activities
- f) The name of a teacher mentor/referee
- g) Anything else that will support your application

3. Teacher notification and comments

The list of candidates will be distributed to staff for comment in Week 6, Term 3. Any teacher comments regarding potential candidates will be forwarded directly to the Principal for consideration. Teacher comments may impact on the candidate progressing through to the next stage of the selection process, the Interviews.

4. Candidate's Speeches

Candidates will deliver a speech to a whole school assembly in Week 7, outlining the purpose for their candidature and not include unachievable or unrealistic promises. The speech will be no longer than five (5) minutes in duration. The speech must be delivered to and approved by your mentor teacher **PRIOR** to the whole school assembly.

5. Voting

Voting will take place in class during Period 3 on Wednesday of Week 7.

- a) Each class teacher will be handed one envelope containing enough ballots for the class (one slip for the male candidates and one voting slip for female candidates).
 - i) Each student will have one vote for the males, and one vote for the females.
 - ii) Students must number their ballot papers in preferential order, starting with 1.



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- iii) Class Teachers must return SEALED voting envelopes, with all ballots (used or unused) to the Deputy Principal.
- b) Each staff member will have one vote for the males and one vote for the females. Ballots will be placed in staff pigeon holes and must be returned to the labelled box at the pigeon holes by the cut off time.
- c) A Senior Executive Member plus two (2) School Administration Staff members will collate and count all eligible ballots. Once counting is finalised, the Senior Executive Member will notify the Principal of the results.

6. Interviews

The top six (6) candidates, as per the voting, will be interviewed by a panel that consists of the Principal, Deputy Principal and the Year Advisor. Please refer to page 7 for information about the interviews.

Interview days and times will be decided by the Principal. Candidates will be notified verbally.

7. Induction Ceremony

The Induction Ceremony will form part of the Year 12 Graduation Ceremony. This is held on the last Friday of Term 3. Parents and family of the successful candidates will be invited to attend.



Timeline for the elections of senior School Leaders

The following timeline will commence in **Term 3**

Week	
2	<ul style="list-style-type: none"> Outgoing Presidents to address Year 11 on Wednesday assembly about the process of applying for a senior School Leadership position. Interested students to collect information pack from the Year 11 Year Advisor.
3	<ul style="list-style-type: none"> Year 11 Year Advisor to address and remind Year 11 students at a year assembly about applying for a senior School Leadership position. Interested students to collect information pack from the Year 11 Year Advisor or Deputy Principal. <u>Nomination Form CLOSE</u> – nomination forms must be submitted to the Year 11 Year Advisor by Friday lunchtime. These will be passed onto the Principal.
4	<ul style="list-style-type: none"> Candidates to work with mentor teacher to finalise their application letter.
5	<ul style="list-style-type: none"> Candidates continue to work with mentor teacher to finalise their application letter. <u>APPLICATIONS CLOSE</u> - Application letters must be submitted to the Principal by Friday lunchtime.
6	<ul style="list-style-type: none"> Candidates for election will be published and distributed for teacher comment. Any teacher comments must be directed to the Principal for consideration. These must be received by Tuesday recess. Principal to meet with candidates and teacher mentors to discuss requirements and expectations of speeches.
7	<ul style="list-style-type: none"> Candidate's speeches will be conducted on Wednesday's assembly. Voting will take place in Period 3, with voting completed by the end of lunch. Collation and counting of votes* will be undertaken by a Senior Executive Member and two (2) School Administration Staff members. Top six (6) candidates will be advised of interview date and time.
8	<ul style="list-style-type: none"> <u>INTERVIEWS</u> – candidates will be interviewed by a panel comprising of the Principal, Deputy Principal and the Year Advisor (see information below about the interview process).
10	<ul style="list-style-type: none"> Induction Ceremony of Presidents, Vice Presidents and senior SRC Representatives take place at the Year 12 Graduation Ceremony. Parents of successful candidates are invited to attend.

* Preferential voting will be used in the tallying of votes. Preferential voting is a system of voting in which voters indicate their first, second, and lower choices of several candidates for a single position of office. Voting slips are unfolded and all the number '1' votes are put into separate piles for each candidate and counted. Given that we are electing six (6) positions (three (3) male and three (3) female candidates for the position of President, Vice President and SCR Representative. **Please note** this may be changed at the Principal's discretion) the second choices (from the lowest first preference count) are added to the first choices. This will continue until three (3) candidates are decided.



Candidate Interviews for senior School Leaders

😊 **Don't Panic!** 😊

We are glad you have applied and look forward to a nice chat.

The following are questions we could ask during your interview. If your mind goes blank when answering them, feel free to pass.

1. What things have you been involved in within the school and community?
2. You are involved in so much, how will you manage your time if elected?
3. Why have you applied for the position of school captain?
4. What skills would you bring to the position?
5. What strategies do you have for coping with stress? (Preparing for this interview and planning your speech to the school is a source of stress for most candidates, what have you done to manage this?)
6. What help have you requested from your mentor teacher so far?
7. How will you promote the good name and image of Dungog High School in the community?
8. What do you value about your school?
9. How will you perform your role as an active school leader at Dungog High School? (What kinds of activities do you think School Leaders should be involved in?)
10. To what areas of the school would you most like to have an input?
11. Where do you see deficiencies in the school?
12. How would you describe your communication skills when dealing with younger students, your peers, staff, parents, community members and the Principal?
13. What would you do if you were organising an event and only 2 of the 30 SRC members were actively involved?
14. Imagine you are working with a group and one person is very keen, volunteering for everything and 'taking over'. How could you manage this situation to involve others without giving offence?
15. Do you have anything to add?



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Senior School Leader Nomination Form

Student

I wish to nominate for one of the positions of senior School Leader (President, Vice President, SRC Representative). I will complete my application letter and submit it to my Year Advisor by lunchtime Friday, Week 3, Term 3.

Name: (Print clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher

I am of the opinion that _____ is a suitable candidate for one of the three (3) senior School Leader positions at Dungog High School. I endorse their nomination and agree that they meet the criteria for the position of a school leader.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher Mentor *(must be different to teacher listed above)*

I am of the opinion that _____ is a suitable candidate for one of the three (3) senior School Leader positions at Dungog High School. I endorse their nomination and agree that they meet the criteria for the position of a school leader. I am prepared to assist them in the completion of their application letter and will proof read and view their speech prior to the official delivery.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____



Student Representative Council (SRC)

The SRC is a formal group of students, elected by their peers to represent them and their views. Better decisions are made within a school (and elsewhere) if everyone who is affected by those decisions is involved in making them in some way. Students know things that others (teachers, parents, administrators) often don't – just as teachers and others know things that students may not. Having this knowledge available in the decision-making process will result in a wiser decision. And because students have been involved, it's more likely that the actions based on the decisions will be more effectively implemented.

At Dungog High School we value the input of our SRC in decision-making processes and it important that the ideal SRC representatives are elected by their peers. It is expected that Dungog High School SRC Representatives have the following attributes and skills:

- Will uphold the values of Dungog High School: Respect, Responsibility and Personal Best
- Be capable of engaging with people – be approachable, personable and good listeners
- Be able to communicate with a wide range of audiences – confident public speakers
- Manage their time well
- Be passionate and enthusiastic – have a clear sense of purpose about what it means to represent their peers and be willing to represent all points of view
- Be committed to representing their year group and Dungog High School to the best of their ability
- Are great at working with others

Candidates may be excluded for election to an SRC position if:

- Attendance is below 85% in the preceding two (2) terms
- Have more than three (3) negative entries recorded in Sentral in the preceding two (2) terms
- Students who have been suspended or who have been on a Whole School Monitor are automatically excluded

Once elected, the SRC Representatives must also adhere to the above stipulations. If they do not, they will forfeit their leadership role within the school.



Year 8, 9, 10 and 11 SRC delegates

If you believe that you meet the criteria for School Leadership listed on pages 1 to 3, and SRC requirements on page 9 and wish to apply for the position of SRC representative for Year 8, 9, 10 or 11 you will need to:

1. Nomination Form – submit to your Year Advisor by lunchtime on Friday, Week 7, Term 4

2. Teacher notification and comments

The list of candidates will be distributed to staff for comment. Any teacher comments regarding potential candidates will be forwarded directly to the Year Advisor. The Year Advisor will confer with the Principal. Teacher comments may impact on the candidate progressing through to the next stage of the selection process.

3. Voting

Voting will take place in class during Period 1 on Wednesday of Week 9, Term 4.

- a) Each class teacher will be handed one envelope containing enough ballots for the class.
 - i) Each student will have one vote.
 - ii) Students must number their ballot papers in preferential order, starting with 1.
 - iii) Class Teachers must return SEALED voting envelopes, with all ballots (used or unused) to the Year Advisor.
- b) The Year Advisor and Senior Executive Member or SRC Coordinator will collate and count all eligible ballots. Once counting is finalised, the Year Advisor will notify the Principal of the outcome. Confidentiality will be maintained throughout the balloting process.
- c) The Year Advisor will notify all candidates of the outcome in Week 10, Term 4.
- d) The Year Advisor will announce their SRC Representatives at a year meeting in Week 10.



Timeline for the elections of SRC Representatives for Year 8, 9, 10 and 11

The following timeline will commence in **Term 4**

Week	
6	<ul style="list-style-type: none">• SRC Coordinator to address all students on Wednesday assembly about the process of applying for a SRC Representative position.• Interested students to collect information pack from their Year Advisor.
7	<ul style="list-style-type: none">• SRC Coordinator to address and remind all students at assembly about applying for a SRC Representative position. Interested students to collect information pack from their Year Advisor or Deputy Principal.• Nomination Form CLOSE – nomination forms must be submitted to their Year Advisor by Friday lunchtime. These will be passed onto the Deputy Principal.
8	<ul style="list-style-type: none">• Candidates for election will be published and distributed for teacher comment. Any teacher comments must be directed to the Principal for consideration. These must be received by Tuesday recess.
9	<ul style="list-style-type: none">• Voting will take place in Period 1 Wednesday, with voting completed by the end of lunch.• Collation and counting of votes* will be undertaken by the Year Advisor and Senior Executive Member or SRC Coordinator.
10	<ul style="list-style-type: none">• Candidates will be notified of results.• Successful candidates will commence their SRC duties in the following year.

* Preferential voting will be used in the tallying of votes. Preferential voting is a system of voting in which voters indicate their first, second, and lower choices of several candidates for a single position of office. Voting slips are unfolded and all the number '1' votes are put into separate piles for each candidate and counted. Given that we are electing six (6) positions (three (3) male and three (3) female candidates for the position of President, Vice President and SCR Representative) the second choices (from the lowest first preference count) are added to the first choices. This will continue until three (3) candidates are decided.



Timeline for the elections of SRC Representatives for Year 7

The following timeline will commence in **Term 1**

Week	
6	<ul style="list-style-type: none">• SRC Coordinator to address Year 7 students on Wednesday assembly about the process of applying for a SRC Representative position.• Interested students to collect information pack from their Year Advisor.
7	<ul style="list-style-type: none">• SRC Coordinator to address and remind all Year 7 students at assembly about applying for a SRC Representative position. Interested students to collect information pack from their Year Advisor or Deputy Principal.• Nomination Form CLOSE – nomination forms must be submitted to their Year Advisor by Friday lunchtime. These will be passed onto the Deputy Principal.
8	<ul style="list-style-type: none">• Candidates for election will be published and distributed for teacher comment. Any teacher comments must be directed to the Principal for consideration. These must be received by Tuesday recess.
9	<ul style="list-style-type: none">• Voting will take place in Period 1 Wednesday, with voting completed by the end of lunch.• Collation and counting of votes* will be undertaken by the Year Advisor and Deputy Principal or SRC Coordinator.
10	<ul style="list-style-type: none">• Candidates will be notified of results.• Successful candidates will commence their SRC duties in Term 2.

* Preferential voting will be used in the tallying of votes. Preferential voting is a system of voting in which voters indicate their first, second, and lower choices of several candidates for a single position of office. Voting slips are unfolded and all the number '1' votes are put into separate piles for each candidate and counted. Given that we are electing six (6) positions (three (3) male and three (3) female candidates for the position of President, Vice President and SCR Representative) the second choices (from the lowest first preference count) are added to the first choices. This will continue until three (3) candidates are decided.



SRC Representative Nomination Form

Student

I wish to nominate for the position of SRC Representative for year _____ (insert your year group).

Name: (Print clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher

I am of the opinion that _____ is a suitable candidate for the SRC Representative position at Dungog High School. . I endorse their nomination and agree that they meet the criteria for the position of a SRC representative.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher *(must be different to teacher listed above)*

I am of the opinion that _____ is a suitable candidate for the SRC Representative position at Dungog High School. . I endorse their nomination and agree that they meet the criteria for the position of a SRC representative.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____

FORM MUST BE SUBMITTED BY FRIDAY, WEEK 7 TO YOUR YEAR ADVISOR



Junior AECG

Dungog High School's Junior AECG's is made up of our Aboriginal and Torres Strait Islander students in Years 7 to 12. We are a subgroup of our local AECG, Youyoong. The Junior AECG's allows our Aboriginal and Torres Strait Islander students the opportunity to provide advice and ideas that they have rather than parents and elders telling young people what they want. Benefits of students becoming a junior AECG member include:

- It gives young people a chance to provide input and ideas on issues relating to Aboriginal education and local events at their school or town.
- It helps young people develop important skills such as leadership skills, communication skills and public speaking skills
- It gives young people a voice and a way to express their opinions and perspectives
- It empowers young people in local communities to speak about youth topics and issues they face
- It helps them to engage in education and their local community

The aim of Dungog High School Junior AECG is to:

- To promote improvement in school (in conjunction with the school SRC)
- Open to all Aboriginal students Year 7 – 12 enrolled in school
- To empower Aboriginal and Torres Strait Islander students through real and active participation in school decision making
- To provide a forum for Aboriginal students
- To promote Aboriginal Education
- To promote "school spirit"

We have a number of official positions that our Junior AECG members vote for:

- President (one male and one female, if possible)
- Vice President (one male and one female, if possible)
- Secretary (one male and one female, if possible)
- Vice Secretary (one male and one female, if possible)
- SRC Representative (one junior (Yr 7-9) and one senior (10-12), if possible)
- Flag Bearers (3 positions)



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If you believe that you meet the criteria for School Leadership listed on pages 1 to 3, and SRC requirements on page 9 and wish to apply for a position of leadership within the Dungog High School Junior AECG, then you will need to:

1. Nomination Form – submit to the Head Teacher HSIE by lunchtime on Friday, Week 7, Term 4

2. Voting

Voting will take place in a meeting with Aboriginal and Torres Strait Islander students in the library during Period 1 on Wednesday of Week 8, Term 1. Each student in attendance will be entitled to one vote each.

3. Appointment of Positions

The top candidates for the positions of President, Vice President, Secretary, Vice Secretary and SRC Representatives will be interviewed by a panel that consists of the Principal, Head Teacher HSIE and Aboriginal School Learning Support Officer. Candidates will be given the questions prior to their interview.

Interview days and times will be decided by the Principal. Candidates will be notified verbally of the position they have been offered.



Timeline for the elections of Junior AECG representatives

The following timeline will commence in **Term 4**

Week	
6	<ul style="list-style-type: none">• Head Teacher HSIE to address all Aboriginal and Torres Strait Islander students on Wednesday assembly about the process of applying for a Junior AECG leadership position.• Interested students to collect information pack from the Head Teacher HSIE.
7	<ul style="list-style-type: none">• Head Teacher HSIE to address and remind all Aboriginal and Torres Strait Islander students at assembly about applying for a Junior AECG leadership position. Interested students to collect information pack from the Head Teacher HSIE or Deputy Principal.• <i>Nomination Form CLOSE</i> – nomination forms must be submitted to the Head Teacher HSIE by Friday lunchtime.
8	<ul style="list-style-type: none">• Voting will take place in Period 1 Wednesday, with voting completed by the end of lunch. Only Aboriginal and Torres Strait Islander students will be eligible to vote.• Collation and counting of votes* will be undertaken by the Head Teacher HSIE and Senior Executive Member.
9	<ul style="list-style-type: none">• <i>INTERVIEWS</i> – candidates will be interviewed by a panel comprising of the Principal, Head Teacher HSIE and Aboriginal School Learning Support Officer.
10	<ul style="list-style-type: none">• Candidates will be notified of results.• Successful candidates will commence their AECG leadership roles in the following year.

* Preferential voting will be used in the tallying of votes. Preferential voting is a system of voting in which voters indicate their first, second, and lower choices of several candidates for a single position of office. Voting slips are unfolded and all the number '1' votes are put into separate piles for each candidate and counted. Given that we are electing six (6) positions (three (3) male and three (3) female candidates for the position of President, Vice President and SCR Representative) the second choices (from the lowest first preference count) are added to the first choices. This will continue until three (3) candidates are decided.



School Leader Election procedures

Junior AECG Leadership Nomination Form

Student

I wish to nominate for the position of: *(please circle)*

President Vice President Secretary Vice Secretary SRC Representative Flag

Bearer

Name: (Print clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher

I am of the opinion that _____ is a suitable candidate for the Junior AECG leadership position at Dungog High School. I endorse their nomination and agree that they meet the criteria for a position of leadership in the Junior AECG.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____

Teacher *(must be different to teacher listed above)*

I am of the opinion that _____ is a suitable candidate for the SRC Representative position at Dungog High School. I endorse their nomination and agree that they meet the criteria for a position of leadership in the Junior AECG.

Teacher Name: (Print Clearly) _____

Signed: _____ Date: ____ / ____ / ____

FORM MUST BE SUBMITTED BY FRIDAY, WEEK 7 (TERM 4) TO THE HEAD TEACHER HSIE