Introduction

In 2010 a student forum was held to discuss and reflect upon the current student leadership structure at Camberwell High School. The outcome of this forum was the material within this manual. As the SRC Presidents and School Captains for 2010, we hope this manual assists students in understanding the leadership structure. We wish the leaders of the future all the best in their endeavours.
Statement of Student Leadership at CHS

Camberwell High School is proud of the large number of students who are able to participate in the student leadership program and contribute to our school to make it what it is today.

Disco Consulere Aliis, this is our school motto, and means I am learning to become thoughtful of others. This ideal is lined throughout our school community, through student leadership.

All people who want to gain a student leadership role should demonstrate this trait and should also model our school values through their behaviour.

**Achievement** - All are encouraged to achieve their personal best, through persistence and the development of the capacity to learn independently

**Creativity** - Opportunities are provided to explore and demonstrate creativity and flexibility in thinking, teaching and learning

**Respect** - The value on oneself, others and the environment is displayed through honesty, fairness, consideration and the celebration of diversity

**Responsibility** - Personal accountability is promoted for learning and conduct, encouraging all to make a positive contribution to the community
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ELECTION

Timeline for Elections:

Nominations Due: Wednesday the 13th of October

School captain nomination speeches: Friday the 15th of October

Voting for year 11 Students: Monday the 18th of October

Whole school and Staff voting at lunchtime in the Hall: Tuesday 19th and Wednesday 20th of October

Announcement of Leadership positions Thursday 21st of October

Instructions for Voting:

• Year 11 Students have two ballot papers. One for school captain. One for House/Arts/Sports Captains.
• Year 10 students have one ballot paper for House/Arts/Sports Captains.
• Number the candidates in your order of preference for each of the positions.
• Your vote will be invalid if:
  o Any name has not been numbered.
  o It has been signed or defaced in any way
  o It is not legible.

PLEASE ASK IF ANY INSTRUCTION IS NOT CLEAR.
Nomination Form – CHS School Leadership Positions.

Please indicate which position this nomination is for:

School Captain

House Captain-House/Sports/Arts. Montgomery/Churchill/Macarthur/Roosevelt

Music Captain

<table>
<thead>
<tr>
<th>Name of Student Nominated</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Nominee</td>
<td></td>
</tr>
<tr>
<td>(person nominated)</td>
<td></td>
</tr>
</tbody>
</table>

| Name of Nominator         |  |
|----------------------------|
| Name of Nominator         |
| (person who is nominating the student above) |
| Signature of Nominator    |

| Name of Seconder          |  |
|----------------------------|
| Name of Seconder          |
| (person supporting the nomination) |
| Signature of Seconder     |

POLICY STATEMENT

What skills do I bring to this leadership position?

What understanding do I have of the roles and responsibilities involved?
1. **SCHOOL CAPTAIN**

**Role Statement:**

As the most significant student leaders in the school, school captains are expected to be ambassadors who embody the school values which are Achievement, Creativity, Respect, Responsibility, Diversity and Acceptance. They must be approachable, reliable and trustworthy with high expectations of themselves and others. The school captains are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes.

**Responsibilities:**

- Communicate with staff and students
- Be positive role models – presentation, uniform and display behaviour which is representative of the school’s values
- Public speaking – school assemblies/year level/valedictory/open night/other functions
- Be active in school community – sport, chorals, swimming, debating etc.
- Build harmonious relations within the school
- Provide input in school decisions – meet with Principal (possibly more)
- Meet with Principal on a weekly basis
- Take a representative role within the school – and outside
- Write an article for Prospice
- Contribute to the fortnightly newsletter

**Election Process:**

- Step 1. The position is advertised. Current school captains speak to Year 11’s about the role
- Step 2. A job description is provided
- Step 3. Speeches are given by nominees
- Step 4. Voting by Students
- Step 5. Voting by Teachers
- Step 6. Votes given to Principal – makes final judgement
- Step 7. Sealed letters handed out to students close to presentation night
- Step 8. Captains are recognised at presentation night
- Step 9. Meeting with Principal and Assistant Principals to discuss year ahead.
2. **JUNIOR SCHOOL CAPTAIN**

**Role Statement:**
The role of a junior school captain is to embody the school’s values and displaying good morals and responsibility. Providing assistance, guidance or help to any of the junior school who needs it. To have a creative and flexible mind, thinking of and contributing different ideas and opinions. Respecting others in a fair and honest way. The junior school captains need to be able to work productively with other students, giving everyone a fair go.

**Responsibilities:**
- Public speaking
- Introducing guest speakers at assemblies
- Setting a good example in the junior school
- Hosting Yr9 assemblies – introducing leaders, reminding students of upcoming events
- Being approachable if students need help

3. **MUSIC CAPTAIN AND JUNIOR MUSIC CAPTAINS**

**Role Statement:**
Students elected to be music captains are expected to be representatives and role models for all members of the school community.

They should be positive role models by demonstrating passion, commitment and enthusiasm towards music, as well as having the ability to inspire other students to participate in the Camberwell High School Music Program.

**Responsibilities:**
- To inform the School of what’s happening in the music dept. particularly at assembly. For example reporting on events that have occurred and upcoming events – camps, concerts, bands festival. Present awards for bands festival.
- Be positive role models – approachable and open to ideas
- Be leaders in sectionals – checking sectionals are functioning well. Provide information to new section leaders on how to conduct them.
- Promote music dept.
- Host concerts – mid-year and end of year concerts
  - **Mid-year/Winter concert**
    - See Head of Music for program layout
All 4 captains evenly divide the introductions of all bands so that it can run smoothly

Develop a short introduction stating –
- The band
- Pieces & composer’s name
- Provide a small bit of information about one of the pieces (optional)
- Introduce conductor

End of year concert
- Same as mid-year concert but with a theme
- Speech can be more orientated to the theme and be more free as such.

Term One

Term Two
- Host & introduce the Mid-year Concert

Term Three

Term Four
- Host & introduce End of Year Concert

All year round responsibilities
- Thanking guests and conductors
- Report at assembly about progress of music within the school

Election Process:
- Complete application form and give to Head of Music.
- Head of Music along with other music teachers choose a male and female that best represents the music program for both senior and junior school.

4. **HOUSE CAPTAINS**

Role Statement:
The role of a House Captain is to encourage all students to participate in House activities, such as Athletics, Swimming and Chorals. They are to set a good example. They must co-ordinate Art and Sport Captains to organise House events. As best as possible, House Captains must always be approachable and reliable. They must at all times embody the school’s values.
**Responsibilities:**

Organise House events –

- **Swimming**
  - Attend meetings
  - Co-ordinated sign-ups
  - Organise banners, lollies, icy-poles etc.
  - Encourage house spirit
  - Marshall people for events
  - Clean the site

- **Athletics**
  - Attend meetings
  - Co-ordinate sign-ups
  - Organise banners, lollies, icy-poles etc.
  - Encourage house spirit
  - Marshall people for events
  - Clean the site

- **Chorals**
  - Attend meetings
  - Brainstorm ideas
  - Wrote script
  - Choose songs
  - Prepare program
  - Organise year 7’s – dance and song
  - Organise rehearsals
  - Choose main parts
  - Choreograph dances
  - Budget money for costumes
  - Organise backdrop and setting for stage
  - Co-ordinate pre-performance room
  - Give out lollies etc. (pizza)
• Debating
  • Attend meeting
  • Co-ordinate sign-ups
  • Co-ordinate debates

5. **JUNIOR HOUSE CAPTAINS & HOUSE CAPTAINS**

**Role Statement:**
House Captains help the school in House events and give guidance to junior students. They also encourage other members to participate in House events. They are leaders of their House and demonstrate enthusiasm for their House.

**Responsibilities:**
- Be a good role model to the junior school by:
  - Participating in these events and attending meetings.
  - Communicate with junior school eg. Sign them up for house events.
- Communicate with the junior school
  - Guide
  - Encourage
- Encourage other members in the House to participate
  - Make students feel comfortable
  - Provide fun/lollies

7. **HOUSE ARTS CAPTAINS**

**Role Statement:**
To support the house captains during the school events such as swimming and athletics, to manage and lead the chorals festival

**Responsibilities:**
- Speak at assemblies when required
- Attend relevant meetings – House meetings
- Organise the house for chorals
8. THE WHOLE SRC

Role Statement:
Together as a unit the SRC work together to be the voice of the students within the school structure. In addition organise, lead and fund (budgeting – preliminary funds) any charity or school events throughout the year.

Responsibilities:

- **Talent Quest:**
  - Organise auditions – held during lunchtimes. Liaise with music staff to use Multipurpose room
  - Organise and oversee Rehearsals/Run throughs – on the day these are held periods 1-4 before the event
  - Select the MC’s – nominate themselves. Selection based on who would be the best. Ensure they are on task and make a video
  - Organise the BBQ on the day; ordering food/setting up BBQ’s/selling food & drinks/cleaning up
  - Organise money collection on the day for free dress – Homegroup sheets/plastic money bags
  - Organise advertising – posters, announcements, speeches at assembly, bulletins

- **Battle of the Bands:**
  - Organise auditions – held during lunchtimes. Liaise with music staff to use Multipurpose room
  - Organise and oversee Rehearsals/Run throughs – on the day these are held periods 1-4 before the event
  - Select the MC’s – nominate themselves. Selection based on who would be the best. Ensure they are on task and make a video
  - Organise the BBQ on the day; ordering food/setting up BBQ’s/selling food & drinks/cleaning up
  - Organise money collection on the day for free dress – Homegroup sheets/plastic money bags
  - Organise advertising – posters, announcements, speeches at assembly, bulletins
  - Equipment hire
• Fundraising for charity
• Liaise with Snr teachers – taking ideas from meetings to teachers and trying to put them into place/into action. Working as reps with Principal Class.
• Regular weekly meetings with all members – informing the SRC about forthcoming events. Discuss the possibilities of the SRC
• Fundraising at school events – Athletics and Swimming etc. – selling drinks and sausages to make profit for the SRC.

Election Process:
• Voting conducted separately to the House Captain elections
• Students nominate themselves for the position or are nominated by their peers
• All students vote
• Votes are counted
• Applicants are notified in writing of the result
• Students are recognised and presented to the school with their position at Presentation Evening.

9. SRC PRESIDENT

Role Statement:
The SRC Presidents are key leaders in the school. Their work is to lead the SRC and its cabinet to best provide an active student voice and services to the students and school.

Responsibilities:
• Run meetings – take control – stay on task – make agenda of what to talk about
• Report back to the school at assemblies
  • Prepare speech and work with speech teacher to ensure public speaking skills are of a high standard.
• Liaise with outside people ie. Charities
  • Working out ways the SRC can raise funds for charity
• Meet with the principal on a weekly basis
  • Must attend meetings with the principal weekly. In the morning with school captains
• Attend school council meetings
  o Must attend monthly meetings with the School Council in the conference room.

10. **SRC VICE PRESIDENTS**

**Role Statement:**

The role of the Vice Presidents is to support the presidents by being an active and proactive member of the SRC. If one of the Presidents should not be able to fulfil one of their duties, the Vice President is obliged to step in and become an acting President.

The Vice Presidents actively support and give opinions to the presidents. They assist the Presidents in all of their roles.

**Responsibilities:**

- Assist the presidents in their roles
- Attend regular meetings
- In absence of the Presidents, they run the events/meetings etc.

11. **JUNIOR SCHOOL SRC**

**Role Statement:**

Work with the senior school SRC members to assist in the running and organisation of SRC events. Also to liaise with the junior school about issues they believe to be important and take them to the SRC body.

The junior SRC representatives are to attend the regular SRC meetings and to report back to the junior school at their assemblies. They are to alert the senior SRC members about problems and opportunities within the junior school.

**Responsibilities:**

- Voice of the junior school at meetings
- Attend weekly meetings
- Assist with SRC events
- Report to junior school about what is happening at assemblies
12. **SRC SECRETARY**

**Role Statement:**
As a member of the SRC Cabinet, the Secretary has an important role in leading the SRC and actively contributing to the student voice in the school. It is the Secretary’s responsibility to provide a transcript of all SCR meetings in the form of official minutes.

**Responsibilities:**
- Record minutes
- Attend regular meetings
- Hands on assistance in all SRC events
- It is the secretary’s job to organise the SRC’s papers and compile minutes of the weekly meetings

13. **SRC PUBLICITY**

**Role Statement:**
Work in conjunction with the SRC to promote events to the school community. The role of the publicity member(s) is to inform both the SRC and student body of events and happenings within the school.

The publicity member(s) has the responsibility to inform the SRC members of meetings, they also have the responsibility to alert individual students when they are required to meet with the SRC i.e. Talent Quest/Battle of the Bands auditions.

The publicity member(s) must alert the student body about events and fundraisers through posters put up throughout the school.

**Responsibilities:**
- Attend weekly meetings
- Create posters and advertising material
- Make sure everyone in the school knows about events
14. **SRC TREASURER**

**Role Statement:**

The SRC Treasurer is a member of the SRC Cabinet and takes a key role in leading the SRC and contributing to student voice in the school.

**Responsibilities:**

- Helping out at all SRC events
- Inputting ideas and opinions at meetings
- Report on the funds raised
- Estimating of costs and outlays for different events

15. **SRC MULTI CULTURAL LIAISON**

**Role Statement:**

The Multicultural Liaison Representative’s role is to work together with different cultural groups within the school to make sure all cultural traditions and celebrations are valued and appreciated in the school. At the same time to act as a link between all the different cultural groups within the school community to create harmony. It is the Multicultural Liaison Representative’s role to work with the International Student Captains and to provide a voice for them within the SRC.

**Responsibilities:**

- Work with different cultures in the school
- Help organise Moon Festival