



Student Leadership Team Role descriptions

as @ 2014
these may be subject to change

**Information contained in this document is offered
to assist those students who may wish to
consider applying for the positions of
Head Boy or Head Girl,
Deputy Head Boy or Deputy Head Girl
Secretary, Treasurer,
College Ambassador or Committee Leader**

Purpose of the Student Leadership Team

The Student Leadership Team exists to assist every College student appreciate that they are important and valued stakeholders in the College. To this end, all students are encouraged to actively participate in the life of the College, in particular the activities which directly impact on them as individuals and affect the morale of the student body.

The Lumen Christi Student Leadership Team has a threefold purpose. To:

1. provide for student expression through service to the College;
2. work with staff to seek positive ways of enhancing leadership, initiative and responsibility among the total student body;
3. support the Principal, and Staff by upholding the religious, social and educational objectives of the College.

Students moving into Year 10 have the opportunity to nominate for the positions of:

- **Treasurer** - previous experience on the Finance Team is essential
- **Secretary** - previous experience as a Student Leader is essential

The Treasurer is responsible for the financial records of the Student Leadership Team.

The Treasurer will keep a record of spending and revenue, and present a Treasurer's Report at each Student Leadership Team meeting.

The Treasurer will also research the costs associated with various activities and give a judgement on the financial feasibility of the activity.

The Treasurer is in charge of the purchase and sales of any goods by the SLT and the appointment of Managers for such events. The Treasurer is the head of the Finance Committee. It is a requirement that the Treasurer have served for at least one year on the Finance Committee.

The Treasurer needs to be organised and methodical. Good communication skills, verbally and orally, are required.

The Treasurer will:

- *Maintain an accurate record of all Team finances*
- *Formulate a yearly budget with the help of the Finance Committee*
- *Keep accounting records in a cash book*
- *Count monies on a daily basis from the SLT Centre, taking banking tin to the front office.*
- *Present a Treasurer's Report at each Student Leadership Team meeting*
- *Represent the College at functions within and outside the College – as required*
- *Be an active Leader of all students*
- *Liaise with the Head of the SLT to organise payments, transfer of petty cash and to deposit funds*
- *Meet periodically with the Head of the Student Leadership Team to discuss financial matters*
- *Meet periodically with the College's Director of Finance and College Operations to discuss financial matters*
- *Retrieve and count collected money from other Leaders*
- *Be directly responsible to the Head of the SLT and the Head Boy and the Head Girl*
- *Be responsible for purchasing items deemed necessary for the running of the Team's activities*
- *Provide an accurate financial report for the College Annual*
- *Liaise directly with the College's Director of Finance and College Operations.*
- *Maintain membership of the e-group and check e-mails accordingly*
- *Attend all workshops and SLT functions*
- *Attend the Leadership Camp*

The Secretary is responsible for the written records of the Student Leadership Team.

The Secretary must take the minutes of meetings and ensure that each Student Leader has a copy within one (1) week of that meeting.

The Secretary must present any correspondence received by the Team.

The Secretary needs to be organised and have excellent written skills, be proficient in the use of ICT, including use of the College wiki.

The Secretary will:

- *Maintain an accurate record of each meeting of the SLT*
- *Maintain membership of the e-group and check e-mails accordingly*
- *Send e-mails to Leaders as required*
- *E-mail minutes to each Leader as required*
- *Represent the College at functions within and outside the College – as required*
- *Be an active Leader of all students*
- *Liaise with the Staff Leaders and the Student Leadership Team in preparing agendas for meetings*
- *Publish the dates of forthcoming meetings and notify each Leader and Staff Leaders of extraordinary meetings*
- *Maintain a record of all incoming and outgoing correspondence*
- *Meet regularly with the Head of the Student Leadership Team to collect and disseminate agendas, and relevant materials necessary for each meeting*
- *Perform the required leadership role at school assemblies*
- *Be directly responsible to the Head of the SLT and the Head Boy and the Head Girl*
- *Attend all workshops and SLT functions*
- *Attend the Leadership Camp*
- *Liaise with Committee Leaders to obtain and keep copies of minutes for use by the Executive and/or the Principal.*

Students moving into Year 11 have the opportunity to nominate for the positions of:

- **College Ambassador**
- previous experience as a Student Leader is essential
- **Secretary** - previous experience as a Student Leader is essential (see above)
- **Committee Leader** - previous experience as a Student Leader is essential

The College Ambassadors may be required to take responsibility should either the Head Boy or Head Girl fail, for whatever reason, to complete their duties.

The College Ambassadors will:

- *When required, accompanying the Principal and/or other designated staff to represent the College at functions outside the College*
- *Perform the welcome and introductions at whole school or house assemblies of visitors who may be addressing the student body*
- *Participate in College Tours, one per term, held on Saturday mornings and coordinate a group of students assisting at these events*

- *Be an active Leader of all students*
- *Liaise with the Staff Leaders on the Student Leadership Team in preparing agendas for meetings*
- *Meet periodically with the Head of the Student Leadership Team to discuss College and student matters*
- *Be directly responsible to the Head of the SLT and the Principal*
- *Maintain membership of the e-group and check e-mails accordingly*
- *Write reports for the College Annual if required*
- *Attend all workshops and SLT functions*
- *Attend the Leadership Camp*

Students moving into Year 12 have the opportunity to nominate for the positions of:

- **Head Boy or Head Girl**
- **Deputy Head Boy or Deputy Head Girl**

The two Executive Leaders are spokespersons for the Student Leadership Team. As such, they require confidence and good communication skills. They need the ability and desire to work with staff. As they are role models for all students, the Executive Leaders need to have an excellent academic and social record.

The Head Boy and Head Girl will:

- *Represent the College at functions within and outside the College*
- *Be an active Leader of all students*
- *Liaise with the College Administration on matters of interest and importance to the student body*
- *Chair Student Leadership Team meetings in an orderly manner*
- *Liaise with the Staff Leaders on the student Leadership Team in preparing agendas for meetings*
- *Maintain membership of the e-group and check e-mails accordingly*
- *Meet periodically with the Principal to discuss College and student matters*
- *Perform the required leadership roles at school assemblies*
- *Present a report at Year 12 Graduation*
- *Write a report for the College Annual*
- *Present a speech for the Presentation Night*
- *Attend all workshops and SLT functions*
- *Attend the Leadership Camp*

The two Deputy Executive Leaders are required to take responsibility should either the Head Boy or Head Girl fail, for whatever reason, to complete their duties.

The Deputy Head Boy and Deputy Head Girl will:

- *Represent the College at functions within and outside the College*
- *Be an active Leader of all students*
- *Liaise with the Staff Leaders on the Student Leadership Team in preparing agendas for meetings*
- *Maintain membership of the e-group and check e-mails accordingly*
- *Meet periodically with the Head of the Student Leadership Team to discuss College and student matters*
- *Perform the required leadership roles at school assemblies*

- *Be directly responsible to the Head of the SLT and the Head Boy and the Head Girl*
- *Assist with the writing of reports for the College Annual*
- *Oversee the Committees, ensuring they are running smoothly as well as presenting regular reports to the Head Boy and Head Girl*
- *Organise the gift to the College from the Year 12 Student Body*
- *Attend all workshops and SLT functions*
- *Provide a vote of thanks at the Annual Student Leaders Dinner*
- *Deliver the formal address at the Year 12 Farewell Assembly*
- *Deliver the formal address at the Year 12 Graduation Dinner*
- *Be responsible for the collection of monies and purchase of the Year 12 gift*
- *Attend the Leadership Camp*

Committee Leaders:

There are currently 7 Committees Student Leadership Committees. Every member of the Leadership team is required to be an active member of one of the Committees. Each member of the Executive shall also be appointed to one of the committees. It is their responsibility to report on matters arising from the Committee meetings to the Principal during Executive Meetings held with him. Committee leaders must be proactive, organised, and be able to communicate well with their peers and College staff. They must be good role models amongst their year group and homeroom cohort.

Committee Leaders will:

- *Work co-operatively with other Committee Leaders, SLT Executive and House Captains to be of service to the College*
- *Meet on a regular basis with the SLT Coordinator and as required with other nominated student leaders to assist in the planning and running of events*
- *Arrange for members to meet on a regular basis to plan and coordinate the duties for which the committee has been given responsibility*
- *Ensure the designated tasks are carried out as required*
- *Create and circulate Agendas for the meetings to members*
- *Ensure minutes of meetings are recorded and placed on the College Wiki and / or other designated location*
- *Liaise regularly with the staff member nominated to their Committee*

Committees under the umbrella of the Student Leadership Team:

- Student Concerns
- Fundraising
- Social
- Liturgy
- Environment
- Publicity
- Finance