

# Governing Council Role

## Description: Treasurer



### Works closely with:

- Principal, secretary, other members of council, and the wider school/preschool community
- Members of the finance advisory committee, including the site finance officer
- School business manager.

### Located at:

Hallett Cove School

### Minimum time commitments:

- Attend two Governing Council meetings each term, normally in Week 4 and Week 8
- Attend and chair two Finance Advisory Committee meetings prior to each Governing Council meeting
- Ability to attend school to sign required documentation as the need arises.

### Key duties:

- Chairs the finance advisory committee
- Sets the agenda for the finance advisory committee, with the site leader
- Works with the site leader and other members of the finance advisory committee to:
  - keep up-to-date records of all finance-related matters
  - organise the budget planning processes and timelines
  - help analyse and review the budget
  - provide budget problem solving recommendations
- Presents finance information and potential budget adjustments to the council
- Attends all meetings of the council and the finance advisory committee, and lets people know if they can't make it

### General duties:

- Represents the views of the wider school/preschool community
- Offers advice on a range of topics about the site
- Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate)
- Actively takes part in discussions about the governance of the school/preschool



# Governing Council Role

## Description: Chairperson



### General responsibilities and requirements:

The treasurer has the same responsibilities as a general member of the governing council. This means you agree to:

- comply with the council's constitution
- comply with the council's code of practice
- meet the department's requirements for screening, training and induction (your site leader will guide you through what's required)
- keep up-to-date and informed about your work on the council by looking at: [www.decd.sa.gov.au/governingcouncils](http://www.decd.sa.gov.au/governingcouncils)

### Desirable experience, skills and personal characteristics:

- Background or an interest in finance or dealing with and understanding budgets
- Experience leading a diverse group of people
- Positive attitude
- Interested in seeing children and young people do well at preschool and school
- Willing to work together with parents, the community and school/preschool staff
- Able to understand and respect different points of view and different cultures
- Can lead conversations in a balanced and fair way.

### Benefits to you:

When you volunteer to be the treasurer for a governing council at your child's school/preschool you will:

- experience a close working relationship with staff and leaders
- be involved in a shared strategy and vision
- have an opportunity to meet parents and other community members.

