#### jps logoJamberoo Public School

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 *A small school making a big difference.*

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Leadership Elections Guidelines for

 HOUSE CAPTAINS and HOUSE VICE-CAPTAINS of

Jamberoo Public School

***Criteria For Leaders***

* Shows the ability to make decisions for themselves (without peer pressure).
* Demonstrates exemplary behaviour – acts with integrity, honesty and respect.
* Has shown a willingness to be involved in extracurricular activities.
* Displays initiative.
* Works well as a team member.
* Possesses good communication skills (especially reflective listening).

***Job Expectations May Include***

* Being an active participant in peer mediation
* Running assemblies
* Determining and presenting house points at assemblies
* Leading house cheers
* Assisting with the organisation and selecting of relay teams
* Assisting playground issues – toilets, movement in the playground
* Addressing dignitaries
* Co-ordinating school events eg: school photographs, performances, etc. by arranging timetables, preparing resources for the visit, welcoming and discussing particular needs, etc.
* Reporting on current issues arising from sporting activities
* Engaging in the formation of possible solutions
* Contributing as a member of active school teams eg, sport, student welfare and possibly including addresses at staff meetings.
* Addressing the Parents & Citizens group on initiatives when required.
* Addressing high school leaders at their SRC meetings outlining school initiatives or achievements.
* Assisting new students to the school and implementing an induction program
* Working with our Kindergarten Transition to School programs

**Nominations**

During Term 4, following the election of School Captains, house meetings will be held to allow interested students in Years 4 and 5 to advise of their intention to run for House Captain. If less than two students from Years 4 or 5 nominate for a senior leadership position, students from Year 3 may step into this category. Students from Years 2 to 5 may also nominate for the position of Vice Captain.

These students need to gain the written support of two members of staff and their parents to proceed to campaign. The procedure of campaigning, giving a speech and the voting process is explained to these students. The voting for house leaders will occur two weeks after School Captains and Vice-Captains have been decided. School Captains and Vice-Captains cannot nominate for house leader positions.

**Speeches**

All nominees will be given the opportunity to present a speech at a house meeting. Speeches should be approximately 1 - 2 minutes long. Students are not permitted to use props, bribe voters, include support people in their speech (i.e. siblings, friends, parents) or use additional media (i.e. video, music or presentation software). The order of speeches will be determined by drawing a name out of a hat.

On the Monday prior to speeches, students are able to display posters in covered areas of the school grounds (eg class room windows, corridors, school hall) but must first seek permission from class teachers or the Principal.

**Ballot Papers**

Ballot papers will be prepared with nominees’ full names. Names will be listed on the ballot paper randomly, decided by drawing names from a hat.

**Voting**

Voting will take place when all speeches in each category have been made. All students from Kindergarten to Year 6, nominees and staff are eligible to vote. Each individual votes for a boy and girl Senior House Leader and a boy and girl Junior House Leader. Student votes equate to one single vote; staff votes are weighted and equate to two votes.

Ballot papers are distributed and collected by house supervising teachers.

**Collation of Votes**

Votes will be counted by two members of staff from each house. The boy and girl with the highest number of votes in each category are elected to the position of house leaders. In the event of a draw the candidates will revote by secret ballot to break the tie and determine the outcome.

**Announcement of House Leaders**

All candidates will be told as soon as possible after the votes have been collated of the result and successful candidates and will be permitted to contact their parents immediately.

**Loss of Position**

Should any Senior or Junior House Leader be unable to fulfil their role throughout the year, or should formal complaints by members of the school community arise, the leadership positions may be withdrawn from the elected student and re-allocated to another student.

This would be dependent upon the severity of the behaviour and action that may be taken may include:

* Warning and counselling by the School Executive;
* Discussion with the parents of the student leaders;
* Loss of position for part or perhaps the rest of the year.

The Principal and School Executive will determine the decision (in consultation with relevant staff). Appropriate communication will advise parents of issues of concern.

**Student Leadership Agreement**

I have read, discussed with my parents/caregivers and understood the document ‘Criteria for Leaders’ and the ‘Job Expectations’ and will fulfil my duties as outlined. I understand the failure to follow the requirements will lead to the consequences outlined in the section titled “Loss of Position”.

Student Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent / Guardian Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_