



# *Jamberoo Public School*

*A small school making a big difference.*

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## **LEADERSHIP ELECTION GUIDELINES FOR CAPTAINS AND 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 strong communication skills. (written / verbal, reflective listening.)

### ***Job Expectations May Include***

- Being an active participant in peer mediation
- Running assemblies
- Determining and presenting school awards
- 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 peer support and/or peer mediation.
- Engaging in the formation of possible solutions
- Contributing as a member of active school teams eg, sport, student welfare, Student Representative Council, etc. 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 interested students in Year 5 advise of their intention to run for school captain or 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.

## **Speeches**

All nominees will be given the opportunity to present a speech either at morning assembly or School Assembly. Speeches should be approximately 2 minutes long. Students are not permitted to use visual 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.

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

## **Ballot Papers**

Ballot papers will be prepared with nominees full names and a current photo. Names will be listed on the ballot paper randomly, decided by drawing names from a hat. All nominees will view the ballot paper to check their name and photo.

## **Voting**

Voting will take place when all speeches have been made. All students from Kindergarten to Year 6, nominees and staff are eligible to vote. Each individual votes for their two preferred candidates, irrespective of gender. Student votes equate to one single vote; staff votes are weighted and equate to two votes.

Ballot papers are distributed and collected by class teachers who pass the ballots to the Principal for collating.

### **Collation of Votes**

Votes will be counted by the principal and an additional member of the staff. The two students with the highest number of votes are elected to the position of captains. The two students with the third and fourth highest number of votes are elected to the position of vice-captains. In the event of a draw the candidates will vote by secret ballot to determine the outcome.

### **Announcement of Captains**

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 School Captain or Vice-Captain be unable to fulfil their role throughout the year, or should formal complaints by members of the school community arise, the Captain and Vice-Captain 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: \_\_\_\_\_