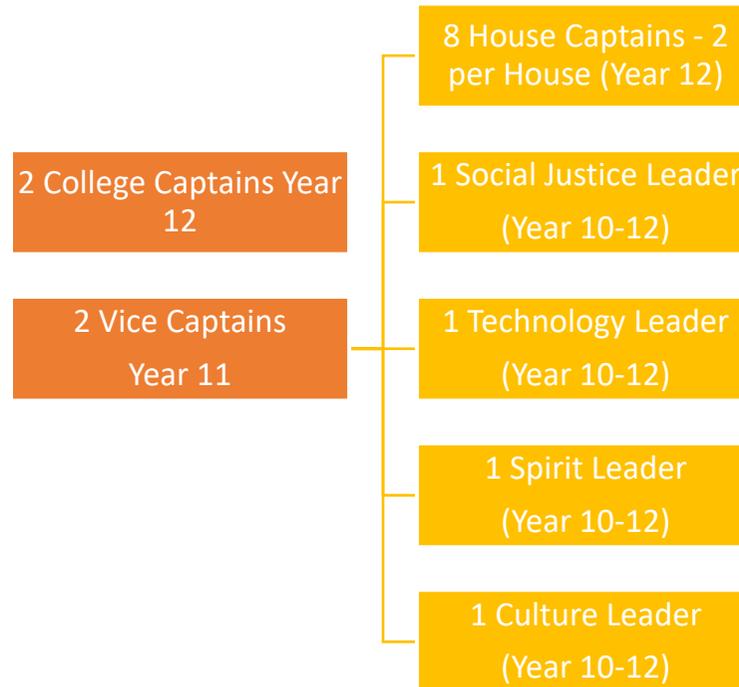




# Student Leadership Procedure & Role Description

In accordance with the St Mary's College Student Leadership Policy, the following procedure outlines the St Mary's College Student Leadership Structure, the nomination process and the approximate timeline for selection. The Student Leadership Structure is in response to the leadership requirements of our College student body.

## Student Leadership Structure



Ambassadors (Any Year Level)

## **Student Leadership Role Description**

The Student Leader is required to adhere to the role description, as outlined in St Mary's College Student Leadership Role Description. Student Leaders will also be required to meet and complete specific tasks in relation to events, deadlines, new initiatives and committee agendas as they arise.

There is no gender-specific roles in the St Mary's College Student Leadership. All roles are open to being awarded to the most appropriate applicants in the year levels specified. Where year levels are not specified, these roles are open to all students to apply. All applications are electronic through Office Forms which requires the student's school email and password to access. Applications must be from the student.

Student Leaders are required to meet the expectations of our Values and Behaviour Matrix. Student Leaders are required to sign the Student Leader Agreement Contract.

### **Application Process**

#### College Captains

- Application
- Interview \*
- Speech
- Voting ( Year 10 students, Year 11 students and Staff )

#### Vice Captains

- Application
- Interview \*
- Speech
- Voting ( Year 10 students, Year 11 students and Staff )

#### House Captains

- Application
- Interview \*
- Speech
- Voting

#### Committee Leaders

- Application (role specific)
- Interview \*
- Selection Committee

\* If/ as needed or determined by the Principal/Deputy Principal

#### Ambassadors

- Application
- Selection Criteria

## **APPROXIMATE SCHEDULE**

### **SCHEDULE OF PROCESS:**

#### **Term 3**

Week 4 – Student Leadership Policy, Procedure and Role Descriptions are released. The application process released. Publish in newsletter; on website; email to all parents and students. Applications open.

Week 7 – Applications close. (College Captains; vice; house) and committee leaders.

Week 8 - 10 – Speeches, data collection.

#### **Term 4**

Week 1 – Short listing, final selections; Interviews where necessary, offer positions

Week 2 – Announcement of 2022 Leaders

Week 3 Onwards – Transitions to new Leaders taking on formal roles/ handover from 2021 Team –

## **Student Leadership Role Descriptions**

### **College Captains (Year 12)**

- To promote the spiritual, cultural, academic and social side of College life
- To act as the link between the student body and the Principal
- To set the standard in terms of presentation, language and behaviour
- To be a good leader who shows initiative
- To be an effective public relations ambassador for our school
- To attend meetings with school administration when required
- To participate in formal school ceremonies (e.g. Anzac Day, Awards Night)
- To be approachable with other students
- To be involved in a range of school activities
- To be able to relate to all members of our school community (e.g. teachers, support staff, parents, visitors, other students)
- To contribute to the College Newsletter
- To actively intervene, where appropriate, in matters that relate to student behaviour, safety and issues with respect to the reputation of our school and its members

### **College Vice Captains (Year 11)**

- To promote the spiritual, cultural, academic and social side of College life
- To act as the link between the student body, College Captains and the Principal
- To set the standard in terms of presentation, language and behaviour
- To be a good leader who shows initiative
- To be an effective public relations ambassador for our school
- To attend meetings with school administration when required
- To participate in formal school ceremonies (e.g. Anzac Day, Awards Night)
- To be approachable with other students
- To be involved in a range of school activities
- To be able to relate to all members of our school community (e.g. teachers, support staff, parents, visitors, other students)
- To contribute to the College Newsletter
- To actively intervene, where appropriate, in matters that relate to student behaviour, safety and issues with respect to the reputation of our school and its members

- To stand in, when needed, to act for the College Captains

### **House Captains (Year 12)**

- To promote the spiritual, cultural, academic and social side of College life
- To set the standard in terms of presentation, language and behaviour
- To work with your Pastoral Leader to promote team, house and school spirit
- To be a good leader who shows initiative
- To be an effective public relations ambassador for our school
- To be approachable with other students
- To be involved in a range of school activities
- Encourage all house members to participate enthusiastically in the College activities program
- Speak at school assemblies when required

### **Spirit Leader (Years 10-12)**

- To promote the spiritual, cultural, academic and social side of College life
- To set the standard in terms of presentation, language and behaviour
- To work with the College Chaplain in the organisation of all College liturgies and celebrations
- To encourage active participation in liturgies
- To show commitment to, and knowledge of the Catholic tradition
- To attend Pastoral Council Meetings when required
- To be approachable with other students

### **Social Justice Leader (Years 10-12)**

- To promote the spiritual, cultural, academic and social side of College life
- To set the standard in terms of presentation, language and behaviour
- To work with the College Chaplain in the organisation of all College social justice activities
- To encourage active participation in social justice activities
- To show commitment to, and knowledge of justice issues
- To attend Pastoral Council Meetings when required
- To be approachable with other students

### **Technology Leader (Years 10-12)**

- To promote the spiritual, cultural, academic and social side of College life
- To set the standard in terms of presentation, language and behaviour
- To model good online behaviours
- To work with the Deputy Principal in the organisation of all College technology events

### **Culture Leader (Years 10-12)**

- To promote the spiritual, cultural, academic and social side of College life
- To set the standard in terms of presentation, language and behaviour
- To work with the College Cultural staff in the organisation of all College cultural activities
- To encourage active participation in cultural activities,
- Creative development of ideas
- Promotion of events and cultural opportunities
- To show commitment to, and knowledge of cultural issues
- To attend Pastoral Council Meetings and community meetings and events when required
- To be approachable with other students

### **College Ambassadors (Years 7-12)**

- To promote the spiritual, cultural, academic and social side of College life

- To set the standard in terms of presentation, language and behaviour
- To be an effective public relations ambassador for our school
- To be approachable with other students
- To be involved in a range of school activities
- To interact with students and parents during College tours

***Students will only be permitted to take on ONE formal student leadership role***

<b>Responsibility for implementation:</b>	Principal
<b>Policy status:</b>	Version 2
<b>Key stakeholders:</b>	Staff and students
<b>Endorsement Body:</b>	Senior Leadership Team
<b>Policy Author:</b>	Principal
<b>Date of Review:</b>	2021
<b>Date of Scheduled Review:</b>	2024

The content of this policy can be changed at the College's discretion at any time without notification.