



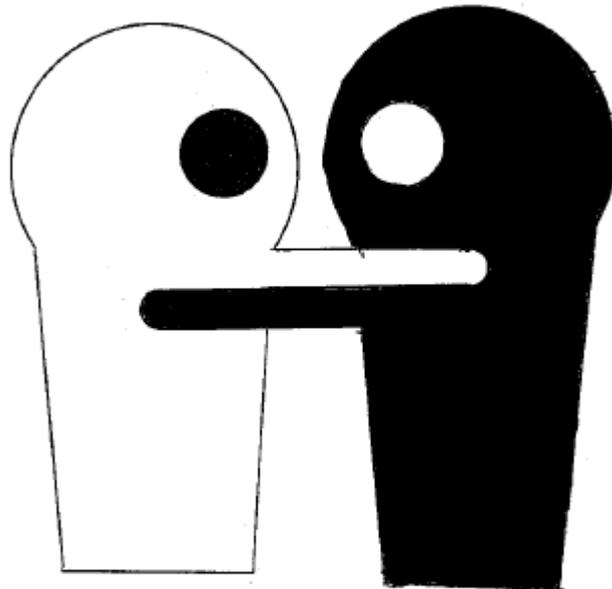
*Malvern Central School*

*Junior School Council*

*Constitution*

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*Professional*



*leaders*

*JSC*

## Aims:

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***What we want to do for our school:***

At Malvern Central School the Junior School Council focuses on addressing and acting upon the changes and desires of the school community whilst developing the individual leadership skills of the elected members.

The Junior School Council will ensure that students can share their thoughts openly, honestly and comfortably and trust that their opinions are taken seriously. Students' suggestions will be acted upon to ensure students feel valued and that they are part of a safe and inclusive learning environment.

The Junior School Council will operate maturely and effectively to actively represent the student body.

# Roles:

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## 1. **President** (To be eligible you must be in Year 5 or above)

### Responsibilities:

- 1.1. Agenda to be in place before meetings (Distributed to members)
- 1.2. Facilitate the meetings (With assistance from the **Vice-President**)
- 1.3. Ensure everyone remains equal (No extra votes)
- 1.4. Ensure all voices are heard
- 1.5. Ensure the school is involved and included
- 1.6. Monitor the work of portfolios
- 1.7. Provide support to **JSC members** and the **Vice-President**
- 1.8. Make JSC fun

## 2. **Vice-President** (To be eligible you must be in Year 5 or above)

### Responsibilities:

- 2.1. Assist the **President** to lead meetings (If the **President** is absent, the **Vice-President** leads the meeting)
- 2.2. Provide support to **JSC members** and the **President**
- 2.3. **Assist the President with their responsibilities**

## 3. **Secretary (x2)** (To be eligible you must be in Year 5 or above)

### Responsibilities:

- 3.1. Agenda to be in place before meetings (Distributed to members)
- 3.2. Recording minutes of all JSC meetings/sessions \*See **Secretary** minutes/notes proforma\* (See appendix 1)
- 3.3. Making the minutes available for future meetings
- 3.4. File all minutes and all important documents on student shared drive. Inform the JSC of important dates and details of future meetings
- 3.5. Schedule future JSC meetings (With assistance from the supervising teacher and President)
- 3.6. Record all meeting attendances in the minutes
- 3.7. Provide reports or articles for newsletters or other purposes

## 4. **Treasurer** (To be eligible you must be in Year 5 or above, be trustworthy and must have some maths skills, knowledge and understanding)

### Responsibilities:

- 4.1. Responsible for all money (that is raised, collected and that the JSC have available)
- 4.2. Passing money on to relevant stake holders
- 4.3. Keep the JSC informed of money that is available and costs of items

5. **Publicity officers (x2)** (To be eligible you must be in Year 4 or above)

Responsibilities:

5.1. Inform the school community of all current events or projects

5.2. Advertise upcoming events

5.3. Create hype and motivation

5.4. Assist with reports when required

**5.5.** Work with **Secretary's** to publish the work done by the JSC. (After a fundraiser, inform school community at assembly and by the newsletter)

6. **Junior School Council Members** (To be eligible you must be in Year 4 or above and attend a nomination workshop and submit a written application for consideration) **\*This applies for all students in the JSC**

\*If a JSC member feels that they need to resign from their role, another JSC member will replace them (It is a requirement there is a **President**, however it is optional if a **Vice-President** is to be replaced)

Responsibilities:

6.1. Uphold the school values and rules (Be a great role model)

6.2. Help out other students when needed (Out in the yard and in class)

6.3. Sort out simple issues of disagreement over space/resources/equipment. **Everyone** has a voice

6.4. Treat **All** students equally, fairly and with respect

6.5. Attend all meetings

6.6. Contribute ideas

6.7. Help out during JSC meetings

6.8. Work hard during meetings

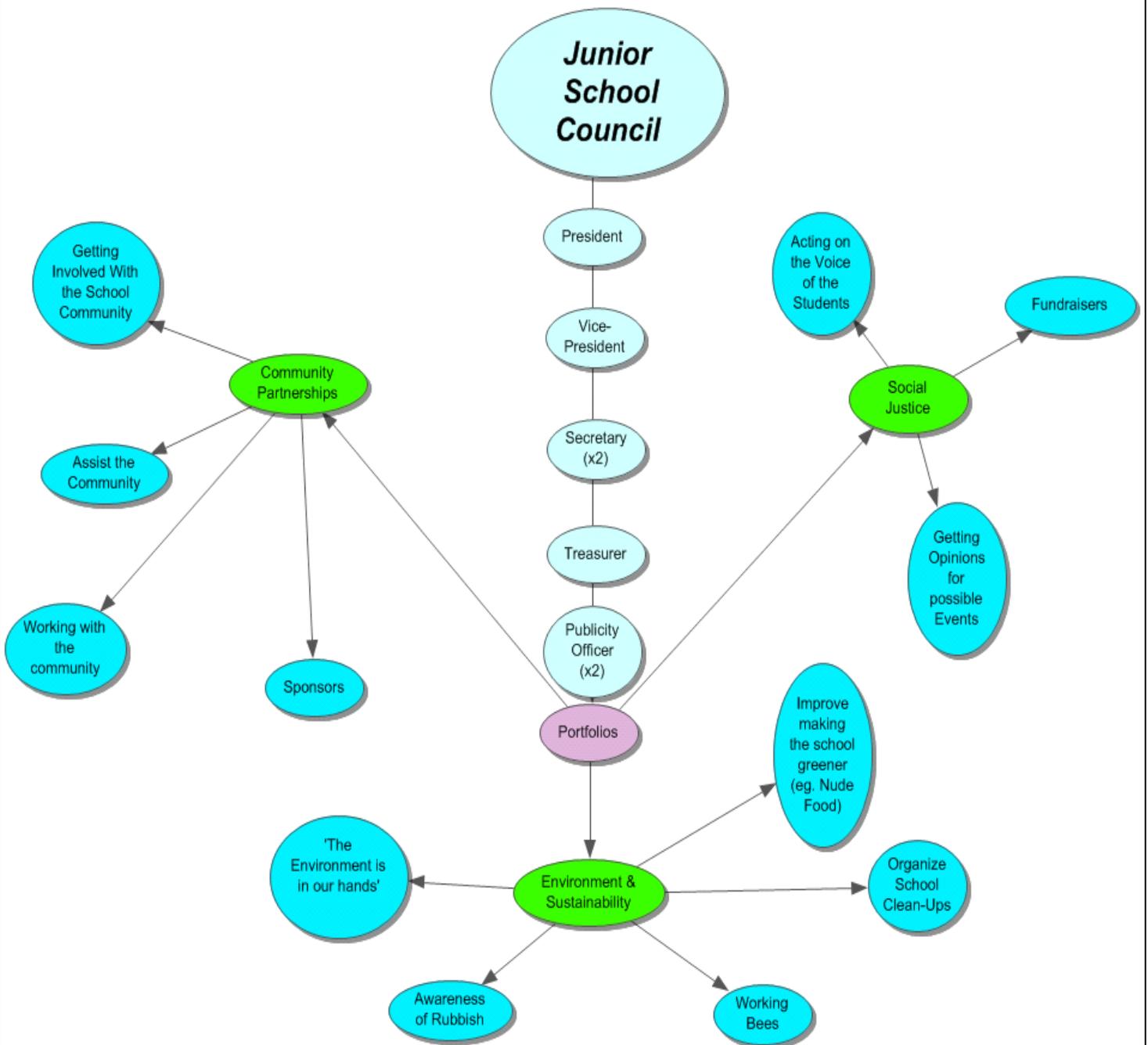
## Qualities of a Leader:

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JSC members will draw on all 24 character strengths however the following character strengths are the most relevant for the role of a JSC member at Malvern Central School

- **Leadership:** encourage your group to get things done. Do a good job organising activities and others.
- **Teamwork [citizenship, social responsibility, loyalty]:** working well as a member of a group or team; being loyal to the group; doing one's share.
- **Judgement [critical thinking]:** thinking things through and examining them from all sides; not jumping to conclusions; being able to change one's mind in light of evidence; weighing all evidence fairly
- **Fairness:** treating all people the same according to notions of fairness and justice; not letting personal feelings bias decisions about others; giving everyone a fair chance
- **Creativity [originality, ingenuity]:** thinking of novel and productive ways to conceptualize and do things; includes artistic achievement but is not limited to it
- **Perseverance [persistence, industriousness] :** finishing what one starts; persisting in a course of action in spite of obstacles; 'getting it out the door'; taking pleasure in completing tasks
- **Honesty [authenticity, integrity] :** speaking the truth but more broadly presenting oneself in a genuine way and acting in a sincere way; being without pretense; taking responsibility for one's feelings and emotions

# Structure:



# Elections:

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## **Nomination and Voting Process**

- In order to be a Junior School Council member, the first step is to nominate by writing an application (**See Appendix 2**)
- The application for nominations will be written during a normal school day in a workshop facilitated by a teacher
- Teachers form a panel of up to 5 members to shortlist the applications to approximately 30 students
- The 22 JSC members are decided by the panel based on representation from students in Years 4-8
- There will then be a special badging ceremony to congratulate all JSC members

## **Elections for roles within JSC:**

Students in the JSC self-nominate or are nominated by other Junior School Council members to be considered for a role

- **President**
- **Vice-President**
- **Secretary (x2)**
- **Treasurer**
- **Publicity Officer (x2)**
  
- It is a requirement that those students nominated for one of these roles give a short speech outlining why they should be considered for a specific role
- A vote within the JSC for every role is required, all students close their eyes and vote for the student they desire to elect (Students can vote for themselves)
- If there is a clear winner they will be initially elected, however if the vote comes down to within three votes between a certain amount of JSC members, those JSC members are then moved on into the next round of voting that will decide who fills the position
- The supervising teacher who will have an assistant will be responsible for adding/checking all the votes, and announcing it to the JSC. (The President may also assist with the adding/checking votes once they have been elected)
- The Publicity Officers are then responsible for informing the school community of the specific roles within the JSC

## **Timeline for Application Process:**

- Attend Workshop to nominate for JSC- **completed in Term 1 Week 4**
- Panel reads over applications and decides candidates- **completed by end of Week 5**
- Junior School Council members write a short speech for consideration of a specific role or responsibility within JSC i.e. **President, Vice-President, Secretary, Treasurer, Publicity Officer-** this is to be submitted to the Supervising Teacher by the end of Week 6
- JSC Elections- **completed by the end of Week 8**
- Final Whole School Assembly for Term 1 (March 26<sup>th</sup> 2014) - **Badging Ceremony**

\*If any JSC members cannot make the elections for a school approved reason then they have to inform the supervising teacher and the supervising teacher will read out their submitted speech on their behalf.

# Meetings:

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## Making Decisions:

- The JSC members are the only students permitted to vote
- Majority decides the final outcome
- The **President** and supervising teacher confirms the final outcome of a vote

**\*A Junior School Council rule may be changed or added to the charter, however 80% of the JSC must agree with the rule being added or changed and with the final outcome.**

## Breaches:

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- If a JSC member misses **three** meetings in a semester without valid reasons their membership will be under review by the supervising teacher and **President**
- If a JSC member isn't completing their roles and responsibilities they will be put up for review by the supervising teacher and **President** (this may result in loss of role)
- If the Constitution is disobeyed by any member of the JSC, their membership will be reviewed by the supervising teacher and the **President**. This may result in loss of membership or loss of role
- All JSC members are responsible for completing their roles and these roles must not be completed by other members. However, other members are allowed to assist JSC members with their duties if requested.

# Appendix 1- Secretary Minutes Proforma

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- (To be saved as “Junior School Council Meeting Minutes (Insert Date)”
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Junior School Council

Meeting Minutes \_\_\_\_\_

(Insert Date)

Attendance:

\_\_\_/22 Members Attended

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(All Minutes to be typed below – These can be main points, lists or sentences)

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- \*All subheadings should be in **bold**, questions in underline, anything important or particular in *italic*\*
- Use paragraphs and sub-headings between different sub topics, questions & answers, speech and when necessary
- At the end of the meeting, write '**Meeting Ended**' in a new paragraph.

# Appendix 2- Junior School Council Application Proforma

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Dear Panel Members,

## **Introduction**

- a bit about yourself (Name, Year, etc.)
- your skills and attributes that would be beneficial to this position

## **Main Body (in paragraphs)**

- Talk about your character strengths and how you would use them in this position
- Talk about how you would work as a team and give an example of when you have
- Talk about how you would communicate the work of JSC

## **Conclusion**

- Summarise your application highlighting the main reasons why you are an ideal candidate for JSC.

Thank you for reading my application

Your Name

***If you would like to be considered as a house representative then please indicate somewhere in your application the house that you are in***

## **Requirements:**

1. Save your Word Document as JSC Application in your own folder
2. You will be asked to print your application at the conclusion of the session
3. Please use only 1 page- font size 12 or bigger if you wish
4. You will print what you get completed in the session. You will not have time to finish at a later date
5. Once finished- log off, collect your printing and hand to Supervising Teacher 😊