



Warracknabeal Secondary College
SRC Handbook
2018

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Student Representative Council (SRC)

Who are we and what do we do?

The Student Representative Council (SRC) is a team of students from various age groups and experiences, who join as one to gather ideas and implement them to improve our school's events, structure, and social environment. We also raise money for the school and various charities.

Our main goal is to improve this school and the way it runs. Not for the credit, but for the future of our fellow students.

The SRC have done many things over the past few years, including investing in a basketball ring/area, the food heating appliances, organising socials, dress up/casual days and pancake days, just to name a few.

All members of the SRC agree to uphold the school values of honesty, excellence, respect, resilience and perseverance. Should a member of the SRC not live up to the conduct expected of them he/she will be asked to step down from his/her position.

Our Mission

The WSC SRC provides opportunities for students to represent the values and opinions of his/her peers, develop teamwork and leadership skills, contribute to decisions that impact his/her learning environment and strengthen the relationships between students and teachers.

Our Aim

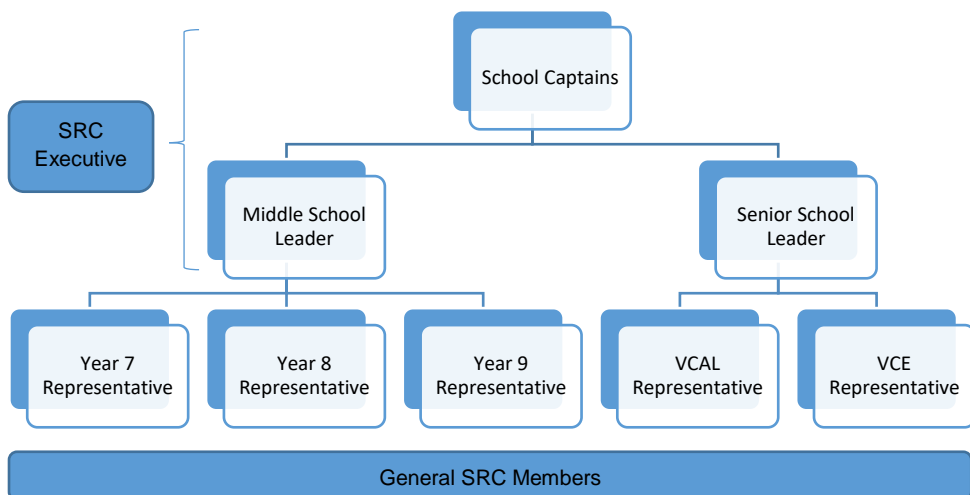
- To represent and amplify the voice of all students
- To build a positive school community
- To promote leadership and positive behavior in our community
- To provide all students with activities and events they can enjoy

SRC Structure

In Term 3 of 2017, the members of the SRC conducted a review the SRC structure. Members concluded that the structure relied heavily on the school captains to not only manage the SRC but also complete much of the work involved. At the time of review, it was decided that the draft structure would be further reviewed with possible implementation in 2019.

During the 2018 school captains' elections, it became apparent that a restructure was required sooner rather than later. It is for this reason that a new student leadership structure will be in place from 2018.

The new structure adds a number of roles to suit students with developing leadership skills across all year levels.



The structure of WSC student leadership in 2018. The school captains and school leaders will form the SRC executive and the year level representatives will support the SRC executive. General SRC members will continue to be involved general SRC business and remain an integral part of SRC activities.

School Captains

Year 12 students holding the position of school captain have an important role to play at Warracknabeal Secondary College. These students are the representatives of the student body as well as the public face of our student body at many important college and community functions. The students in the position of school captain have the ability to communicate with his/her peers, staff and members of the wider community. Acceptance of the position signifies the commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Convene regular SRC meetings and ensure the distribution of minutes to all SRC representatives.
- Work with students in organising activities that assist in developing a positive environment within the school.
- Act as president of the SRC with the support of the Middle and Senior school leaders and the SRC Coordinators (staff position).
- Meet on a monthly basis with the Principal class to present matters raised by the student body or at SRC meetings.
- Represent the college at various college and community functions as required (e.g. Anzac Day service, Education Week presentations).
- Promote a positive image of Warracknabeal Secondary College in the wider community.
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. upholding the school values, wearing correct uniform, abiding by college rules and attending college events such as sports carnivals, assemblies etc.)
- Represent the student body at regular school council meetings.
- Participate in leadership skill building opportunities including SRC leadership workshops.

- Address the student body at various assemblies.
- Introduce the debutantes and their partners at the annual debutante ball.
- Speak at the year 12 graduation ceremony and the WSC presentation night.
- Conduct general assemblies with the support of other members of the SRC Executive and in consultation with the Assistant Principal Senior School.

Senior School Leader

The student holding the position of senior school leader will work closely with the school captains and play an important role in the school community and the SRC. The individual within the role will have the ability to communicate with his/her peers, staff and members of the wider community. He/she will represent his/her peers and the values of the school, during class, college events and community functions. Acceptance of the position signifies his/her commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Continually uphold and promote the school values.
- Represent the opinions and values of all senior school students.
- Be an active member of the SRC executive by holding a portfolio position (treasurer, publications or secretary).
- Attend and participate in all SRC executive and member meetings.
- Meet on a monthly basis with the Principal class to present matters raised by the student body or at SRC meetings
- Help to organise and attend all SRC functions.
- Address peers at level assemblies.
- Be available to represent the school when required (e.g. Anzac Day Service, Education Week presentations).
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing correct uniform, abiding by college rules and attending college events such as sports carnivals, assemblies etc.)
- Work closely with the Assistant Principal Senior School.
- Mentor and support a middle school leader.

Opportunities

- Represent the student body at regular school council meetings.
- Conduct general assemblies with the school captain and middle school leader.
- Speak at the WSC presentation night at the end of the year.
- Address the student body of the College at various assemblies throughout the year.
- To participate in leadership opportunities including SRC leadership workshops.

Middle School Leader

The student holding the position of middle school leader will work closely with the school captain and senior school leader and play an important role in the school community and SRC. The individual within the role will have the ability to communicate with his/her peers, staff and members of the wider community. He/she will represent his/her peers and the values of the school, during classes, college events and community functions. Acceptance of the position signifies his/her commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Continually uphold the school values.
- Represent the opinions and values of all middle school students.
- Be an active member of the SRC executive by holding a portfolio position (treasurer, publications or secretary).
- Attend and participate in all SRC executive and member meetings.
- Address peers at level assemblies
- Meet on a monthly basis with the Principal class to present matters raised by the student body or at SRC meetings.
- Help organise and attend all SRC functions.
- Be available to represent the school when required (e.g. Anzac Day Service, Education Week presentations)
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing correct uniform, abiding by college rules and attending college events, such as sports carnivals, assemblies etc.)
- Work closely with the Assistant Principal Middle School.

Opportunities

- Represent the student body at regular school council meetings.
- To conduct general assemblies with the school captain and senior school leader.
- Speak at the WSC presentation night at the end of the year.
- Address the student body of the College at various assemblies throughout the year.
- Participate in leadership opportunities including SRC leadership workshops.

SRC Executive Portfolios

The SRC executive portfolios will be distributed once candidates are elected. If applying for a position on the executive team, please carefully consider which portfolio would suit your current skill set and interests. An outline of the responsibilities of the portfolios is below.

Treasurer

- Responsible for the control of funds in the SRC account.
- Create reports on the funds raised.
- Estimate costs and outlays for different events.
- Count fundraising money with another SRC member following fundraising events.
- Compile stock take before and after events, as required.

Publications

- Responsible for all SRC advertising.
- Write a newsletter article each month or as necessary, detailing upcoming SRC events.
- Create posters and advertising material.
- Promote SRC events.
- Submit Edmodo posts for the SRC Coordinator (staff position) to post.

Secretary

- Responsible for the creation of agendas and taking minutes and action items for all meetings.
- Post agendas and minutes on the SRC Edmodo page.

VCAL Representative

The student holding the position of VCAL representative will represent the opinions and values of his/her peers and support the SRC executive team. Acceptance of the position signifies the commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Continually uphold the school values.
- Represent the opinions and values of all VCAL students.
- Attend all fortnightly SRC member meetings.
- Help organise and attend all SRC functions.
- To demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing the correct uniform, abiding by college rules and attending college events as required such as sports carnivals, assemblies etc.)
- Work closely with the Assistant Principal Senior School and VCAL Coordinator.
- Mentor and support a middle school year level representative.
- Participate in VCAL events, as required, in consultation with the VCAL Coordinator.

Opportunities

- To meet VCAL outcomes while participating in the SRC.
- To participate in leadership opportunities including SRC leadership workshops
- To build leadership skills and valuable event management skills

VCE Representative

The student holding the position of VCE representative will represent the opinions and values of his/her peers and support the SRC executive team. Acceptance of the position signifies the commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Continually uphold the school values.
- Represent the thoughts and values of all VCE students.
- Attend all fortnightly SRC member meetings.
- Help organise and attend all SRC functions.
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing correct uniform, abiding by college rules and attending college events such as sports carnivals, assemblies etc.)
- Work closely with the Assistant Principal Senior School and VCE Coordinator.
- Mentor and support a middle school leader.
- Participate in VCE events, as required, in consultation with the VCE Coordinator.

Opportunities

- To participate in leadership opportunities including SRC leadership workshops.
- To build leadership skills and valuable event management skills.

Year 7, 8 & 9 Representatives

Students holding the positions of year level representative will represent the opinions and values of his/her peers and support the SRC executive team. Acceptance of the position signifies the commitment to be involved in ongoing leadership development and working actively for the good of the college.

Responsibilities

- Continually uphold the school values
- Represent the opinions and values of students in his/her year level
- Attend all fortnightly SRC member meetings.
- Help organise and attend all SRC functions.
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing correct uniform, abiding by college rules and attending college events such as sports carnivals, assemblies etc.)
- Work closely with the Assistant Principal Middle School.

Opportunities

- To participate in leadership opportunities including SRC leadership workshops.
- To build leadership skills and valuable event management skills.

General SRC Members

All students at WSC have the opportunity to join the SRC as a general member. Students who choose to be a part of the SRC will be involved in ongoing leadership development and will work actively for the good of the college.

Responsibilities

- Continually uphold the school values.
- Attend at least 70% of all fortnightly SRC meetings.
- Help organise and attend SRC functions.
- Demonstrate positive leadership to other students in his/her conduct and appearance around the school (e.g. wearing correct uniform, abiding by college rules and attending college events such as sports carnivals, assemblies etc.)

Opportunities

- Participate in leadership opportunities including SRC leadership workshops.
- Build leadership skills and valuable event management skills.
- Gain valuable experience with a view to future elected or executive roles within the SRC.

Please note general SRC members self-nominated and all students are welcome to join by sending an Edmodo message to the SRC Coordinator.

SRC Coordinator

This role, held by one or more staff members, involves acting as a facilitator and mentor to ensure the school captain, SRC executive and SRC members are given appropriate support to enable them to undertake his/her roles effectively.

Responsibilities

- Arrange the election of SRC representatives.
- Organise and attend training for the SRC executive.
- Organise and support SRC training, meetings, fundraising events and expenditure of funds.
- Attend fortnightly meetings with the SRC executive to assist with strategy, goal setting and general administrative matters.
- Membership on school council and associated duties.
- Report to the Principal, Assistant Principal Senior School and Assistant Principal Middle School on SRC matters, as required.

SRC Executive Application Outline

This information is relevant to students applying for school captain, senior school leader or middle school leader.

Process

1. Collect an application form from the general office.
2. Submit an application letter.
3. Attend an interview
4. If successful at the interview, conduct speech at a middle or senior school assembly (as applicable) on a date to be advised.
5. Students will vote on their preferred candidate by ballot.

Applications must

- Indicate the position/s you are applying for.
- Include an application cover sheet.
- Be addressed to Mr Briggs-Miller.
- Include how you currently demonstrate positive leadership to other students.
- Include what skills and experiences you have to bring to the role.
- Include what improvements or changes you would like to see at WSC.
- Be no more than 400 words.
- Be submitted in person to the general office before the deadline.
- Late applications may not be considered.

The opening and closing dates for applications, interviews, panel discussion and the ballot dates will be advised via the Bulletin.

Year Level Representative Application Outline

This information is relevant to students applying for any year level representative position, including VCE and VCAL representatives.

Process

1. Collect an application form from the general office and submit.
2. Attend an interview.
3. If successful at the interview, participate in a panel discussion at a year level assembly.
4. Students will vote on their preferred candidate by ballot.

Applications must

- Indicate the position/s you are applying for.
- Be submitted in person to the general office before the deadline.
- Late applications may not be considered.

The opening and closing dates for applications, interviews, panel discussion and the ballot dates will be advised via the Bulletin. This process will commence after the appointment of the middle and senior school leaders.