



## Sylvania High School SRC

### Election of School Captain Positions

#### Introduction

The election of the School Captaincy team at Sylvania High is a rigorous process involving a written application, interview, speech to the school 7-11 and then a process of voting by Year 11, SRC and staff.

The selection panel is comprised of the Principal, Year Advisor, current School captains and an elected representative of the SRC

Written applications must be no more than two A4 typed pages. Candidates must use single spacing and 12 Arial font in their application and only address the five criteria listed below. The panel will *NOT* consider applications that do not adequately address *ALL* of these criteria.

#### Position criteria:

The successful candidate will have demonstrated:

- capacity to lead students within a school setting.
- an understanding of the role of the School Captain.
- personal attributes and behaviours required for a senior student leadership position.
- proven ability to work with all members of the school community.
- outstanding skills in both written and oral communication.

Candidates deemed suitable based on their written applications by the selection panel will proceed to interview with the panel at a time and place to be determined. Applicants who cannot attend interviews on that day for whatever reason may be unable to continue in the process. The panel will confer on all such absences and their determination for the candidate will be final

Interviews will be conducted with individual candidates and the entire panel and are typically up to 15 minutes long. The panel may ask any number of questions they feel pertinent to that candidate's application for the position.

After interview, those candidates who are deemed by the panel to be suitable for consideration by the staff, the Year 11 and SRC will be eligible to participate in the election process. Applicants who cannot attend the formal speech and election phase on that day for whatever reason will be unable to continue in the process. There are no exceptions to this rule.

The following are guidelines for candidates who make the election stage of the process for their address to Y11 and the SRC:

- \* Speeches will be a maximum of 5 minutes duration. Candidates will not be allowed to continue after this period of time
- \* There will be no music, singing or dancing during the speech.
- \* There are to be no props or costumes used during the speech. Students are expected to be in full school uniform.
- \* Humour in the speech should be appropriate and measured. Candidates need to be aware that remarks pertaining to any member of the school community of a derogatory nature or humour based on race, creed or religion will be considered inappropriate.

Candidates that breach any of these guidelines may be disqualified from the election process as determined by the panel and any votes cast for them will be invalid. Votes will only be collected on the advertised day of the election. Votes not cast by eligible voters on election day or votes cast in absence will not be counted.

There will be a maximum of 12 students on the SRC from Year 12. The process of appointing captains will be based on the number of votes received. A boy and girl school captain will be appointed first, followed by a boy and girl vice captain and then up to 8 senior leaders based on votes received and any other pertinent information gathered at any stage of the process. If all positions are filled, then no Y12 students can be appointed outside of the senior leadership team as SRC members. If positions remain on the senior leadership team then the balance of the positions can be filled by Year 12 students using the regular SRC application process. These students will be Y12 SRC representatives but are not part of the senior leadership team.

The process of voting will be that staff issue individual ballot papers to each student and that these are collected individually. Staff ballot papers will be of a different colour to student ballots and shall be issued so that each staff member only receives and returns one vote. The panel may direct any process they wish that achieves this goal. The counting of votes must take place with at least 3 of the panel present and an independent returning officer, ordinarily the SRC coordinator. The panel however may appoint any staff member to act in this capacity if the SRC coordinator is unavailable,

The panel's decision at each stage of the process will be final and will not be the subject of an appeal unless the panel has not followed the advertised process. The panel convener (ordinarily the Principal or their delegate) will be the sole judge as to whether due process and procedural fairness has been observed.

Written applications are to be given in hard copy form in person to the SRC coordinator, by the advertised date and no later than 3pm on the day.

Any candidate who does not comply with the advertised process or criteria at any stage as described and advertised may be excluded from the process and will be ineligible for any senior leadership position.

(Enquiries: SRC coordinator)