



Small Schools Association of South Australia

Operational Procedures

Roles of Executive

The President:

- ◆ Is a member of the SSASA executive
- ◆ Acts as spokesperson for the executive
- ◆ Calls and presides over all meetings
- ◆ Prepares the agenda in consultation with the secretary and executive
- ◆ Ensures meetings are properly convened and quorum is met
- ◆ Ensures full and balanced participation in meetings
- ◆ Facilitates voting on motions
- ◆ Ensures resolutions of association are acted on.
- ◆ Liaises with Chief Executive Officer
- ◆ Disseminates information

Vice President:

- ◆ To act in place of President if required

The Secretary:

- ◆ Is a member of the executive
- ◆ Gives notice of meetings, and the closing times for receiving nominations for office bearers and committees
- ◆ Manages executive correspondence
- ◆ Assists the chair in the preparation of the agenda and notice of meetings
- ◆ Ensures minutes are taken and distributed, including the keeping of minutes
- ◆ Keeps records of members of executive and terms, including all casual vacancies
- ◆ Is responsible for having available at all times a copy of the constitution, standing orders, minutes, reports, correspondence, code of practice and common seal
- ◆ Although the Secretary can take the minutes of executive meetings, this function can also be undertaken by a minute secretary if the executive chooses

The Treasurer:

- ◆ Is a member of the Executive
- ◆ Organises the budget planning process and timeline.
- ◆ Presents the draft budget and financial statements to the executive.
- ◆ Reports to the executive on budget progress, potential budget adjustments, the reasons for the adjustment and the plan to address them.
- ◆ Has the finances audited and presents the financial report to the executive at the AGM.

The Ordinary Executive Member: (All Executive Members)

- ◆ Is required to attend all meetings or put in their apology
- ◆ Is to bring their experience and expertise to the executive
- ◆ Is to ensure that once a decision is reached by executive that all members support that decision
- ◆ Is to act in the best interests of the association
- ◆ Is to be prepared for executive meetings and willing to openly discuss the issues
- ◆ Is to consult with the other Small School members to inform themselves

Executive issues

Executive Members:

- ◆ Executive members are nominated for a two year period and there is a rotation of approximately half the members remaining whilst the other half of the positions are declared vacant.
- ◆ There are up to ten members

The expectations of holding an executive position include:

- ◆ 2 days a term – meetings in Adelaide (accommodation/travel/TRT expenses reimbursed)
- ◆ Meeting with DECD personnel and involvement in DECD forums
- ◆ A passion for small school education
- ◆ A commitment to support the executive/association

Executive Nominations

- ◆ Will be called in Week 2 Term 4 via the chat line.
- ◆ Nomination forms will be disseminated to all members via chat line / hard copy
- ◆ Nomination forms need to be signed and returned to the secretary by the end of Week 5
- ◆ If there are more nominations than positions vacant an election will be held and conducted by an independent body
- ◆ Executive will be announced before the end of term 4

Election of Executive Office bearers

- ◆ Nominations made, accepted or declined at the Annual General Meeting
- ◆ Secret ballot conducted if required. Nominees are given the opportunity to outline their skills and experience prior to voting

Executive Meetings

- ◆ Meeting must start at agreed time (usually 8.30am start, coffee 8.15am). Please check and be punctual.
- ◆ Apologies are to be sent to the Secretary and published on the Executive chat line ASAP if you are not able to attend.
- ◆ Agenda items are to be sent to the secretary at least 1 week before meetings.
- ◆ Minutes to be out 2 weeks after the meeting
- ◆ Association developed proforma to be used for minutes.
- ◆ Agenda, President Report and portfolio reports to be circulated at least 3 days prior to the meetings.
- ◆ The Executive shall meet together for the dispatch of business on a regular basis not less than eight times per year.
- ◆ Questions arising at any meeting shall be decided by a majority of votes, and in the event of equality of votes, the Chairperson shall have a casting vote in addition to a deliberative vote.
- ◆ A quorum for a meeting of the Executive shall be 60% of members of the Executive.
- ◆ A member of the Executive having a pecuniary interest in a contract with the Association must disclose that interest to that Executive as required by the Act, and shall not vote with respect to the contract.

Web Manager/Chat-line

- ◆ A coordinator will be sourced by executive
- ◆ This person will be responsible for ensuring the management of the web site (personally or outsourced)
- ◆ Funds will be made available to support the website

New Executive Members Induction Package

- ◆ New members to executive will receive after their nomination acceptance;
- ◆ A copy of the code of conduct
- ◆ Association priorities
- ◆ Operational Procedures
- ◆ A constitution
- ◆ Financial information
- ◆ Badge

Accommodation / Bookings and Cancellations

Executive members must confirm at least 7 days prior to the meeting as rooms are held. Cancellations must be made 24 hours before due arrival time to avoid payment.

Membership Packages

Membership payment forms, benefits of the association, and Small Schools calendar will be sent to schools in week 5, term 4.

Association Information

At the beginning of the year after the Annual General Meeting, Small Schools will receive:

- ◆ A welcome letter from the President
- ◆ A second membership form
- ◆ A list of executive members
- ◆ Association priorities
- ◆ Portfolio information

Consultation Groups

- ◆ Press Releases - President, Vice President & Secretary
- ◆ People and Culture Principals Consultation Committee – delegate Principals Association group.