

# INVITED MEMBER ROLES RESPONSIBILITIES



## WHO CAN BE AN INVITED MEMBER?

An Invited Member is a person whom the School Body (Council | Board) considers having special qualifications, knowledge, or experience that will assist the body by providing information or advice.

An Invited Member may also be the local Member of the Legislative Assembly or a member of the local government council for the area.

Where this type of membership is included in the Constitution, members may invite a person to become an Invited Member following the conclusion of elections for that school year.

The invitation must be made formally by the Chair, and the person must confirm their acceptance of the invitation.

## INVITED MEMBERS MUST

- Represent the whole school community, not just a single group.
- Be honest, respectful, and make decisions for the right reasons.
- Put the best interests of the school first, not personal or individual interests.
- Keep sensitive or confidential matters private.
- Never use their role to benefit themselves or others unfairly.
- Declare if they have a financial interest in the matter being discussed.
- Remove themselves from discussions or decisions where they have a financial conflict of interest.
- Follow the rules in the Constitution, the Education Act 2015 (NT), and relevant NT Government policies and directions.
- Hold, or be eligible to obtain, a Working with Children Clearance (Ochre Card).

## WHAT INVITED MEMBERS DO?

- Develop the school's broad strategic direction and vision through the school's strategic planning process.
- Contribute to policies and help lead community conversations about key education issues and priorities.
- Ensure the school reflects and responds to the needs, values, and priorities of the local community.
- Oversee the school's annual budget by approving how funds are allocated and monitoring how they are used.
- Identify and advise on the school's physical needs, including buildings, equipment, and facilities.
- Oversee the maintenance and use of school buildings and grounds, including approving work and improvements with Department support when required.
- Approve community use of school facilities outside of school hours.
- Identify fundraising priorities, approve activities, and decide how raised funds are used.
- Decide whether to charge fees for optional materials, programs, or services outside the standard curriculum.
- Determine whether to seek voluntary contributions from families, including the purpose and amount.
- Employ School Support Staff, such as admin or grounds staff, in line with Department approval and the Fair Work Act 2009 (Cth).