Dear [Name of Invited Member],

On behalf of the School Name Council | Board, I am pleased to invite you

To consider joining us as an Invited Member. This invitation reflects our

recognition of the specific skills, knowledge, and valuable experience you

bring in **[specific area of expertise]**, which we believe will support our shared

goal of achieving the best possible outcomes for our students and school.

As an incorporated body, we operate in accordance with the Education Act,

specifically, Part 6, which governs parent and community involvement in government

schools, as well as the relevant Education Regulations, Department Policies, and Guidelines. Our functions, roles, and responsibilities as members are determined by legislation and form the basis of our Constitution. Together, we are responsible for the school’s governance and help determine its long-term strategic direction. We meet eight times a year, including the Annual General Meeting, during school terms. Meetings typically run for no more than two hours.

As an Invited Member, you would hold the same rights and responsibilities as all other members—including voting rights and associated legal obligations. This includes the capacity to be involved in or subject to legal proceedings. Your participation counts toward the total membership and quorum, and regular attendance and meaningful engagement are expected.

By accepting the constituted position as an Invited Member, you agree to fulfill the same duties as other members. This includes:

* **Attend meetings regularly** and contribute meaningfully to discussions and decision-making.
* **Exercise voting rights** on matters raised during meetings.
* **Comply with legal obligations** associated with the role, including potential involvement in legal proceedings.
* **Declare any potential, perceived, or actual conflicts of interest** in accordance with governance policies.
* **Sign and adhere to both** theCode of Conduct and the Confidentiality Agreement.
* **Act in good faith**, with protection from liability under the Education Act for members acting within their responsibilities.

Please note that members acting in good faith are protected from liability under the Education Act. Our governance processes are in place to ensure we operate with transparency and accountability.

If you prefer not to accept the role of Invited Member due to the formal responsibilities it carries, we would still be honoured to welcome you as a **guest** at our meetings. As a guest, you would not have voting rights or legal responsibilities, but your insights and presence would still be highly valued.

To accept this invitation, please provide written confirmation of your decision to join us either as an Invited Member for a [two-year term] or as a guest of the School Name Council | Board.

Thank you for considering this opportunity to partner with us on our school governance journey. We greatly value your time and sincerely appreciate your continued support.

Warm regards,  
[Your Name]  
[Your Title]  
[School Name Council | Board]  
[Contact Information]