Dear [Name of Invited Member, MLA],

On behalf of the School Name Council | Board, I am pleased to extend an

invitation for your consideration and confirmation as an Invited Member

(MLA) of our Council | Board. This invitation is extended to you in

your capacity as the Member of the Legislative Assembly for the electoral

division in which the school is located.

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 (MLA), 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.

Should you prefer not to accept the full responsibilities of an Invited Member (MLA) due to the associated voting rights and legal obligations, we would still be honoured to welcome you as a guest at our meetings. As a guest, you would not hold voting rights or formal decision-making responsibilities, but your presence would continue to be highly valued in strengthening our school-community partnership.

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 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.

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