

# Regional Representative Role Description

## NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL ORGANISATIONS

**MISSION:** To strengthen public education by encouraging continual improvement in the provision of quality education for all students.

**VISION:** Students and families thriving in government schools.

### 1.0 PURPOSE OF THE ROLE

The Regional Representative is a key member of the NT COGSO Executive Committee, responsible for liaising with their regional School Representative Bodies. The role supports the work of the Executive Committee and Executive Officer, collaborating closely with both to ensure effective communication and representation.

### 2.0 KEY RELATIONSHIPS

The Regional Representative reports to the Executive Committee and liaises with the following:

- 2.1 School Representative Bodies (SRB's) within their Region;
- 2.2 The NT COGSO office, primarily the Executive Officer;
- 2.4 Key regional stakeholders.

### 3.0 RESPONSIBILITIES

- 3.1 Serve as the primary liaison between members in their region and NT COGSO;
- 3.2 Organise and conduct regional meetings in accordance with the Constitution;
- 3.3 Maintain ongoing communications with the office to facilitate meeting records;
- 3.4 Collaborate with the Executive to meet the needs of School Representative Bodies;
- 3.5 Guide members to available resources, including the website and media platforms;
- 3.6 Be available to discuss members' and SRB concerns and refer these to the Executive;
- 3.7 Advocate the benefit of NT COGSO affiliation and membership;
- 3.8 Submit a written regional report to each quarterly Executive Committee meeting; and
- 3.9 Comply with the Member Code of Conduct and NT COGSO's Constitution and Rules.

### 4.0 ATTRIBUTES

- 4.1 Honest, trustworthy and demonstrate ethical behaviour;
- 4.2 Respectful of fellow volunteers and staff;
- 4.3 Possesses cultural awareness and sensitivity;
- 4.4 Values the work of NT COGSO staff and volunteers;
- 4.5 Values and promotes diversity in teams; and
- 4.6 Committed to public education.