2015 Picton High School
Leadership Team Election Policy

**Rationale:**
Picton High School is committed to the development of student school leaders who can represent our school with integrity and pride. These leaders, the school captains/vice captains/prefects, will be responsible for upholding the values and traditions of Picton High School both within the school and in the wider community.

**Aims:**
Picton High School will conduct a fair and consistent process when electing the Leadership team each year. This process will involve input from both staff and students to ensure that the most appropriate applicant for the positions are awarded this honour.

**Procedures:**
- At the start of Term 3, a year meeting will be conducted by the SRC Coordinator and the Year Advisor to invite any interested year 11 students in applying for the role of School Captain/Vice Captain/Prefects.
- Those interested students will be given the School Captain Duty Statement and the School Captain Application Form. Prefects will also be given a role statement. All sections of this form must be completed by the student by the required due date. The student needs to request that each of their teachers complete a section of the document that ranks their suitability for the position, along with a statement of support from their year advisor.
- The application forms will be collated by the SRC Coordinator, the Year Advisor and a member of the school executive. If a candidate fails to receive a ranking of greater than 120 points, they will be culled from the nomination process and informed of this by the SRC Coordinator.
- Students may elect to nominate for School Captain/Vice Captain/Prefects position or they may only wish to nominate for the Prefect role. Prefects would not need to present a speech to staff or students.
- If there are large numbers of eligible candidates, these candidates will be interviewed by a panel comprising of the SRC Coordinator, the Year Advisor(s), and a member of the school’s senior executive. This panel will conduct an interview process by asking each student a series of questions about their skills, qualities, commitment to the role and other relevant topics. If the candidate has been shortlisted in this interview process then they will be asked to proceed to the next stage.
- The shortlisted students (who wish to nominate for Captain/Vice) will be required to write a 2-3 minute speech outlining their personal qualities and suitability for the role of school captain. The students will present that speech at a staff meeting.
- The staff will be provided with a voting slip at the staff meeting and they will be asked to rank the top two male and top two female candidates based on their performance at interview and their suitability for the role.
- An assembly will be organised for Year 10 and Year 11 students where the nominees will again present their speech to their peers. Each student in Years 10 & 11 will be given a voting slip and they will need to choose the top male and top female candidate, by placing a number 1 in the male and a number 1 in the female column.
- All of the votes will be counted by the Year Advisor and SRC Coordinator. The male and female student with the greatest number of votes will be awarded the role of School Captain and the male and female student who came second in the tally score will be awarded the role of Vice Captain. The outcome of the voting process will be conveyed to the Principal for final approval prior to any announcement being made.
- All of the candidates, along with the SRC Coordinator, Year Advisors, and the senior executive will attend a morning tea where the Principal will announce the names of the school captains/vice captains and prefects.
- The school captains/vice captains and prefects will be expected to attend the Year 12 Graduation ceremony to be formally inducted into their roles, and be awarded their badges. Student’s photos will be displayed in the library for all to see. The students will be formally presented with their badges during this ceremony. The captains will be required to address the outgoing Year 12 captains and Year 12 cohort with a farewell speech.
- The school will induct up to six prefects of any gender.
- Captains and prefects must at all times wear full school uniform, their badges and meet their role statements.
- In the event of serious misconduct which leads to the Principal making the decision to remove a Captain or Vice Captain from their position, the following applies:
  - In the case of a captain being removed from office, the Vice Captain of the same gender becomes captain and the candidate of the same gender who was ranked third becomes the Vice Captain.
  - In the case of a vice captain being removed from office, the candidate of the same gender who was ranked third becomes the vice captain.

**Evaluation**
This policy will be reviewed as part of the school’s three-year review cycle.

June 2015