



School Captain and Vice-Captain Election Process 2024-2025

TIMELINE FOR CAPTAIN/ VICE CAPTAIN ELECTION PROCESS

Week	Activities
Week 4 (beginning 12/08/2024)	<p>Wednesday (14/08/2024) – Captains and Vice Captains panel to speak to year 11 about their roles/ experiences with being the leadership team</p> <p>Wednesday (14/08/2024) – Information about the captain and vice captains given to all Year 11 by G. Heydon.</p> <p>Thursday (15/08/2024) – Students receive a hardcopy and digital version of the application</p>
Week 5 (beginning 19/08/2024)	<p>Thursday (22/08/2024) – Students submit completed application to Deputy Principal by 3.10pm</p> <p>Friday (23/08/2024) – Deputy Principal and Year Advisor sit down with candidates to ensure they have met specific criteria. Provided with an outline and timeline of processes for captain’s speech</p>
Week 6 (beginning 26/08/2024)	<p>Tuesday (27/08/2024 by 3.10pm) – Completed speech transcript to Ms. St Hill.</p> <p>Wednesday (28/08/2024 during P3)– Candidate election speeches to whole school.</p> <p>Thursday (29/08/2024 Lunch) whole school voting – and counting of votes.</p> <p>Friday (30/08/2024) – Meeting with panel for successful applicants.</p>
Week 9 (beginning 16/09/2024)	<p>Wednesday (18/09/2024) – Captains and Vice Captains’ 2025 induction ceremony.</p>

RATIONALE

What is student leadership?

Student leadership encompasses many of the ideas and intentions that are often described as student participation, student agency or student voice.

The term student leadership refers to education principles and practices that give young people the opportunities and support to find their voices, to participate in decision-making, and to understand their rights and responsibilities as active citizens.

When students are given the skills and opportunity to lead within their schools, they are empowered to have a real impact on their learning and school environment and are prepared to participate meaningfully in their community.

Principles of effective student leadership:

- recognise students have legitimate perspectives and opinions on issues that matter: in the classroom, in the school, and in the community
- give students an active role in influencing decisions about these issues as well as in the implementation of these decisions
- enable students to participate as active young citizens

Why is student leadership important to schools?

In addition to the rights of young people, student leadership practices are valuable for the ongoing improvement of schooling and society.

By allowing and supporting students to be active participants in their schooling, teachers and principals can play a vital role in improving their educational engagement and social awareness. Participation in the life of the school and the community is an important means of fostering the development of skills that provide a foundation for young people's wider active citizenship while also meeting more specific educational purposes such as improved student engagement, learning and outcomes.

STUDENT LEADERSHIP at HWMHS

Student leadership opportunities exist across a broad spectrum of areas that can be divided into three separate groups.

Formal: School Captains, School Representative Council, Sport House Captains

Informal: Senior student leaders volunteers: e.g., student volunteers for civics and citizenship activities

Curricula: within class opportunities, co curricula, e.g., debating, public speaking, exhibitions and extra curricula activities e.g., sport

SCHOOL CAPTAIN AND VICE CAPTAIN ROLES AND RESPONSIBILITIES

General rolls and responsibilities

- Member of the SRC
- Formal assemblies
- Active member of the school community at all events
- Uphold school values of respect, responsible and achieve
- Formal ceremonies
- Leadership forums and training
- Meet guests and dignitaries

ELECTION PROCESS

School Captains

The School Captains are selected through a process to lead the school student body and must represent Hay War Memorial High School as exemplar students in every facet of their operation. Captains are elected in Term 3 every year. Students are required to submit an application and present a speech addressing the criteria within the application. Following the speech, students and staff will vote on preferred captains (using the preferential system of voting). The order of names on a ballot paper will be randomly selected. The selected Captains and Vice Captains will be announced on the day of the Captains' Induction.

Aim

To provide the most equitable process for applicants to be selected as School Captains and Vice Captains.

Procedure

Week 4, Term 3 2024

Wednesday Year Meeting

- Panel with 2024 Captains and Vice Captains to Year 11 regarding their roles, experiences and responsibilities with being in the leadership team
- Year 11 informed of Captain and Vice Captains election process

Specific Criteria

Potential candidates must have had:

- Regular attendance during the senior year (from Term 4, Week 6).
- No unresolved N Warnings
- Not been suspended from school during the senior year (from Term 4, Week 6).
- An active role and participation in school activities and the community
- Upholds all school values and is a positive representative of the High School

Thursday – Applications, both paper and electronic (emailed) are given to candidates to complete by Year Advisor after morning muster.

Week 5 Term 3 2024

- **Thursday** - Applications, either paper or electronic, must be submitted to the Deputy Principal by no later than 3:10pm (Graeme.Smyth@det.nsw.edu.au)
- **Friday** - Candidates meet with Deputy Principal and Year Advisor to ensure the specific criteria has been met. Successful candidates are provided an outline of the timeline for election process and requirements for captains' speeches.

Week 6 Term 3 2024

- **Tuesday** - Speech transcript needs to be emailed to Principal (Joanne.Sthill@det.nsw.edu.au) by no later than 3.10pm for approval. Automatic disqualification if the speech presented at the assembly is not the one submitted.
- **Wednesday (Period 2)** - Speeches to whole school. Speech parameters can include, but are not limited to: skills and attributes applicant brings to the position, how applicant has demonstrated leadership and the role of captain.
- **Thursday (Lunch)** - Voting is conducted using the preferential system of voting to determine the two vice-captains and two captains. Note: prior to voting an explanation to all students will occur explaining the preferential voting system. The order of candidate names on the ballot is chosen at random e.g. names pulled out of hat/box.
 - Vote counting occurs after the vote by two administration staff, with two executive members as scrutineers. The names of the two vice-captains and two captains are not to be disclosed prior to the induction ceremony. The principal is to be advised of the successful candidates, unless already a scrutineer. Candidates who are not elected as vice-captain or captain are to be informed within 24 hours of the vote.
- **Friday** – Panel for prospective candidates with Principal, Year Advisor, and student representative. Example of questions:
 - Why do you want to be school captain?
 - What leadership qualities do you bring?
 - Scenario based question(s)

Week 9 Term 3 2024

- **Wednesday** - Induction assembly with the involvement of the previous School Captains and Vice Captains