

MACKILLOP COLLEGE

Student Leadership Position Handbook 2024



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Class Captain

The role of a class captain involves providing leadership and representation for their classmates. They act as a liaison between students and teachers, communicate important information, and organise class events. Class captains serve as positive role models, encouraging participation and fostering a sense of unity within the class.

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| Amount | Two per homeroom |
| Reports to | Homeroom Teachers and Year Level Leaders |

Description

- Class captains will work together with the other class captains in the year level to:
 - Help promote the Thrive Program through active participation and engagement
 - Help develop and lead year level assemblies with teacher assistance
 - Attend class captain meetings to discuss year level issues and develop leadership skills
 - Organise homeroom and year level activities where appropriate throughout the year.
- Class captains are expected to demonstrate leadership qualities. This involves setting a positive example for their peers, showing initiative, and being proactive in promoting a positive class atmosphere, and helping the teacher with day-to-day events.
- Class captains often act as a liaison between students and teachers. They may be responsible for conveying important information from teachers to the class and vice versa. Effective communication is a key aspect of this role.
- Class captains often play a role in encouraging their classmates to participate in school activities, sports and other events. They may strive to create a sense of unity and encourage a positive and inclusive class culture.
- Class captains are expected to embody positive behavior and attitudes. They should be respectful, responsible and approachable, serving as role models for their peers.

Qualities:

- Be able to work with others
- Be confident
- Be independent
- Be reliable
- Be respectful
- Try, at all times, to uphold the Catholic values of the College.

Application Process

Year Level Leaders will each have their own process for selecting class captains. This could be in the form of a written letter, a speech, or a combination of both. This takes place at the beginning of each year.



Student Representative Council

The Student Representative Council (SRC) is the formal voice of the students at the College, providing a link between students, staff and other members of the College Community. The SRC demonstrate their leadership through discussing and acting upon issues that are important to the student body. The SRC are also active in encouraging all members of the College to participate in co-curricular activities.

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| Amount | Variable (approx. 20 students) |
| Reports to | College Captains, Student Leadership Coordinators |

Description

The Student Representative Council consists of representatives from Years 7 to 11 as well as the College Captains. Members hold the position for the duration of the year, with the exception of Year 9 members who will sit on the Council while they are at the main campus. Throughout this time, the SRC will be given opportunities to develop their leadership capacity and work closely with the Year 12 Student Leadership Group on relevant initiatives.

Responsibilities:

- Represent their Year Level by providing a voice on issues of importance through the appropriate channels
- Be committed to developing their leadership capacity through the opportunities presented by the College
- Be committed to developing a sense of College community and spirit
- Meet regularly to discuss and act upon issues that are important to the student body
- Encourage a collaborative approach to learning between students, staff and other members of the community
- Provide the College with feedback on matters relevant to teaching, learning and engagement
- Work with student leaders and staff to plan and lead co-curricular activities and initiatives
- Attend and provide assistance at College functions and events such as Student Progress Interviews, MacKillop Day, College Masses, Open Day, etc.
- Uphold the Catholic values of the College.

Values

- **Leadership:** SRC members should demonstrate strong leadership qualities, inspiring confidence and guiding their peers toward positive initiatives. They should lead by example and encourage others to get involved in school activities.
- **Responsibility:** SRC members are entrusted with representing the interests of their fellow students. They should take their responsibilities seriously, be accountable for their actions, and follow through on commitments.
- **Communication:** Effective communication is crucial for SRC members. They should be able to express themselves clearly, listen actively to the concerns of their peers, and convey information between students and school administration.
- **Empathy and Advocacy:** SRC members should have empathy for the diverse needs and concerns of their fellow students. They need to be strong advocates for the student body, addressing issues and working towards solutions that benefit everyone.
- **Integrity:** Upholding a high standard of integrity is essential. SRC members should act ethically, honestly, and transparently in all their interactions. Trust is crucial in representing the student body effectively.
- **Collaboration:** Working collaboratively with other SRC members, students, teachers, and administrators is key to achieving positive outcomes. SRC members should be team players, fostering a cooperative and inclusive environment.
- **Initiative:** SRC members should proactively identify opportunities for improvement within the school community and take the initiative to implement positive changes. They should be creative problem-solvers and innovators.
- **Respect:** Treating everyone with respect, regardless of differences, is fundamental. SRC members should value diversity and promote a culture of inclusivity and understanding within the student body.
- **Adaptability:** School environments can be dynamic, and situations may change. SRC members should be adaptable and open to new ideas, adjusting their approach as needed to address evolving challenges.
- **Passion for Service:** Genuine dedication to serving the student body and improving the overall school experience is a core value for SRC members. A passion for making a positive impact should drive their efforts.

Application Process

In November of each year, a *form* is sent out to the current Year 7-11 students where they express their interest for SRC. There will then be an interview process where nominees are *interviewed* by the College Captains. An email will then be sent to all interviewees at the end of the interview process advising whether or not they are successful. The College Captains decide the SRC with the guidance of Student Leadership Coordinators. The new year's Year 7s will experience the same process at the beginning of the following year. Year 9 students will also conduct their interviews in the new year, once students have been allocated to either Main or St Mary's Campus.



Year 9 St Mary's Senate

The Senate at St Mary's Campus is a student leadership group where students apply, present to the cohort, and are elected by teachers based on achievements and adherence to College expectations. Empowering student voice, the Senate collaborates with the Campus Leader to organise events, and operates as an executive government with diverse leadership portfolios and set goals for each semester.

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| Amount | Variable |
| Reports to | Year 9 St Mary's Campus Leader |

Description

This leadership structure aims to empower student voice, allow young people to take ownership of their environment, and engage with others in the community. The Senate works closely with the teachers to organise and run assemblies, special days (Resilience Day and Sustainability Day), liturgies and various extra-curricular activities at St Mary's.

The Senate is led by the Prime Minister and Deputy Prime Minister and is made up of Ministers who are responsible for their own portfolios. The Senate portfolios at St Mary's Campus represent specific areas of responsibility and leadership roles held by elected students. Each portfolio is designed to address key aspects of school life, fostering a comprehensive and well-rounded student leadership team.

In the context of the Senate at St Mary's Campus, the positions of Prime Minister and Deputy Prime Minister represent the highest leadership roles within the student executive government. These roles are pivotal in guiding and coordinating the activities of the Senate.

Prime Minister:

- **Leadership Role:** The Prime Minister is the head of the Senate and holds the highest leadership position among the elected student representatives. They are responsible for providing overall direction and vision to the Senate.
- **Coordination:** The Prime Minister coordinates the efforts of the various portfolios, ensuring that each area of responsibility is aligned with the overall goals and mission of the Senate.
- **Representation:** The Prime Minister often serves as the primary spokesperson for the Senate, representing the student body in discussions with school administration and other stakeholders.
- **Decision-Making:** The Prime Minister plays a crucial role in decision-making processes within the Senate, providing guidance and facilitating collaboration among Senators.

Deputy Prime Minister:

- **Support Role:** The Deputy Prime Minister is the second-in-command and supports the Prime Minister in their duties. They may step in to fulfill the responsibilities of the Prime Minister when necessary.
- **Collaboration:** The Deputy Prime Minister collaborates closely with the Prime Minister and other Senators, ensuring effective communication and coordination among the different portfolios.
- **Leadership in Absence:** In the absence of the Prime Minister, the Deputy Prime Minister may assume a leadership role, ensuring continuity in the functioning of the Senate.
- **Special Assignments:** The Deputy Prime Minister may be assigned specific tasks or responsibilities by the Prime Minister, contributing to the overall efficiency and effectiveness of the Senate.

Both the Prime Minister and Deputy Prime Minister play crucial roles in steering the Senate toward its goals, fostering collaboration among Senators, and ensuring that the diverse portfolios work cohesively to enhance the student experience at St Mary's Campus. Their leadership sets the tone for the entire student government and contributes to the positive development of the school community.

Here's an overview of the Senate portfolios and their respective areas of focus:

- **Catholic Identity:** This portfolio may involve initiatives related to promoting the Catholic ethos and values within the school, organising religious events, and fostering a sense of spiritual community.
- **Environment and Sustainability:** Students in this portfolio might focus on promoting environmentally friendly practices, organising sustainability initiatives, and raising awareness about ecological issues within the school community.
- **Social Justice:** This portfolio involves addressing social justice concerns, organising initiatives to support marginalised groups, and promoting a culture of fairness, equality, and compassion within the school.
- **Wellbeing:** Students in the wellbeing portfolio could work on initiatives that enhance the mental, emotional, and physical well-being of the student body. This may include organising wellness events, counseling support, or mental health awareness campaigns.
- **Multimedia and Photography:** This portfolio may involve managing multimedia content creation, documenting school events through photography, and contributing to the visual representation of the school community.
- **Sport and Recreation:** This portfolio focuses on organising and promoting sports activities, coordinating recreational events, and encouraging a healthy and active lifestyle among students.



- **Academia:** Students in the Academia portfolio may be involved in promoting academic excellence, organising educational events, and supporting initiatives that enhance the overall academic environment of the school.
- **Science and Technology:** This portfolio could involve promoting interest and engagement in science and technology, organising STEAM-related activities, and contributing to the integration of technology in the learning environment.

Each portfolio comes with specific responsibilities, goals and initiatives tailored to its focus area. Senators set goals at the beginning of their term and work collaboratively with staff guidance to achieve these objectives, contributing to the overall development and wellbeing of the St Mary's Campus community.

Application Process

Students apply for a position in the Senate and then present to the entire St Mary's cohort – teachers and students – on why they should be elected. Working in collaboration with each other, the teachers at St Mary's then consider students' previous achievements and adherence to College expectations before electing the students to their positions of leadership.

House Captains

Sports house captains lead, organise, and motivate house teams in school sports. They coordinate events, encourage fair play, and represent their house. They are responsible for team selection, communication, and fostering a positive sports culture within the school community.

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| Amount | Eight students from Year 11 |
| Reports to | Sports Coordinator |

Description

- **Team Leadership:** Sports house captains are responsible for leading and motivating members of their respective sports house teams. They act as role models, fostering a sense of teamwork and sportsmanship.
- **Organising House Events:** They play a key role in organising and coordinating house-based sporting events, competitions, and inter-house tournaments. This involves liaising with coaches, scheduling events, and ensuring participation from all house members.
- **Team Selection:** House captains may be involved in the selection of teams for various sports competitions, working with coaches to identify and organise talent within their house.
- **Promoting Sportsmanship:** They encourage fair play, good sportsmanship, and positive behavior among house members during sports events. This includes promoting respect for opponents and officials.
- **Communication:** Sports house captains often serve as a communication link between the house teams and the school administration or sports coordinators. They convey important information about upcoming events, practices, and any changes in schedules.
- **Training and Preparation:** House captains may assist in coordinating training sessions and practice routines for house teams. This involves working closely with coaches to ensure that team members are well-prepared for competitions.
- **Encouraging Participation:** They actively promote participation in sports and physical activities within their house, encouraging students to get involved in various sports regardless of skill level.
- **Representing the House:** Sports house captains often represent their house at school-wide meetings, assemblies, or events. They may share updates on sports achievements, upcoming competitions, and other relevant information.
- **Spirit and House Identity:** House captains play a role in fostering a sense of identity and pride within their house. This involves creating a positive and supportive atmosphere during sports events and encouraging house spirit.
- **Collaboration with School Leadership:** They collaborate with school sports coordinators, teachers and administrators to ensure that the sports programs align with the overall goals and values of the school.

Application Process

The Sports Coordinator will put out an expression of interest towards the end of each school year to students who are involved in the sporting community at MacKillop. Those students can then apply and will be shortlisted. Finally, eight students will be selected based on feedback from teachers, their sports history and commitment to the goals and values of the school.



Year 12 Portfolio Captain

A school portfolio captain leads a specific area of responsibility, such as academics or the environment.

They coordinate initiatives, set goals, and collaborate with fellow students and staff.

The role involves representing the portfolio, fostering positive change, and contributing to the overall development and wellbeing of the school community.

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| Amount | Variable (approx. 20 students) |
| Reports to | College Captains, Student Leadership Coordinators, Learning Area Leaders, Directors of Student Wellbeing, Directors of Student Learning |

Description

The student leader should:

- be able to demonstrate high levels of motivation and initiative
- be able to reflect and outwork the Josephite Charism
- be able to demonstrate active interest in their proposed captaincy throughout the year
- have skill and confidence in preparing speeches and speaking publicly
- be able to communicate effectively with the entire school community, including staff, students and families
- follow school rules and set an example for all other students
- be able to effectively balance study and the demands of being a student leader
- be able to attend all student leadership team meetings as scheduled or when called
- apply for position/s that you know you will work hard in, learn from and be proud of
- take responsibility and accountability
- listen to and respect one another's ideas
- take your role seriously, and help every person on your team to achieve success.

The Portfolios are:

- **Catholic Identity:** Catholic Identity portfolio captains play a crucial role in fostering and promoting the Catholic ethos within the school community. Their responsibilities may include organising religious events, supporting spiritual development initiatives, and ensuring the integration of Catholic values into various aspects of school life. They will also facilitate social justice and community service projects and work to strengthen the link between how our Catholic identity forms the way students interact with each other and the world outside MacKillop.
- **Academic:** Academic portfolio captains are responsible for leading initiatives related to academic excellence within a school. Their duties may include organising educational events, supporting student learning programs, and promoting a culture of academic achievement. They may collaborate with teachers, students, and administrators to enhance the overall academic environment, encouraging a love for learning and intellectual growth.
- **Sports:** Sports portfolio captains oversee and lead initiatives related to sports and physical activities within a school. Their responsibilities may include organising sports events, coordinating practices, encouraging participation, and promoting a healthy and active lifestyle. They work with the House Captains to fulfill their role and also work with coaches, represent their portfolio at meetings, and foster a positive sports culture within the school community.
- **Wellbeing:** Wellbeing portfolio captains focus on initiatives that enhance the mental, emotional, and physical wellbeing of students within a school. Their responsibilities may include organising wellness events, promoting mental health awareness, and supporting initiatives that contribute to a positive and healthy school environment. They may collaborate with counselors, teachers, and other stakeholders to address student wellbeing comprehensively.
- **Performing Arts:** Performing Arts portfolio captains lead initiatives related to music, dance, theatre, and drama within a school. Their responsibilities may include organising and promoting performances, coordinating rehearsals, and fostering a vibrant arts culture. They may also work with Performing Arts teachers and encourage students' participation in creative expressions.
- **Creative Arts:** Creative Arts portfolio captains generally oversee and lead initiatives related to various forms of visual creative expression within a school. This can include visual arts, multimedia, photography, and other creative endeavours. Their responsibilities may involve organising art exhibitions, coordinating creative projects, promoting artistic endeavours, and fostering a vibrant and inclusive arts community within the school. They may collaborate with art teachers, represent the creative arts portfolio, and encourage students to explore and showcase their artistic talents.
- **Environment:** Environmental portfolio captains lead initiatives related to sustainability and environmental awareness within a school. Their responsibilities may include organising eco-friendly events, implementing sustainable practices, raising awareness about environmental issues, and collaborating with students and staff to create a greener and more eco-conscious school community. They may also work on projects that promote environmental stewardship and contribute to the overall wellbeing of the planet.



Application Process

In August of each year, a *form* is sent out to Year 11 students where they express their interest for a certain captaincy. This can be just a portfolio, or a portfolio and College Captain. However, a student cannot just select College Captain alone. There will then be an *interview* process where nominees are interviewed by one College Captain and a Staff Member. A *letter* will be then sent to all applicants at the end of term three advising whether or not they have been shortlisted into the top 20 applicants. If *shortlisted*, those 20 students attend *Student Leadership Day* where they have a chance to develop and engage in leadership activities. Finally, on *Speech Night*, all successful applicants of College Captain will be announced. Portfolio successful applicants are chosen shortly after. All these students then attend *Student Leadership Camp*.



College Captain

A college captain is a pivotal student leader, exemplifying integrity and leadership. Responsible for representing the student body, they facilitate communication, organise events, and address concerns. As positive role models, they foster a sense of community, encourage academic excellence, and collaborate with peers and administrators. College captains play a vital role in enhancing school spirit, promoting inclusivity, and contributing to the overall positive culture and development of the institution.

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| Amount | Variable |
| Reports to | Principal, Vice Principal, Deputy Principals, Student Leadership Coordinators and Year Level Leaders |

Description

It is expected that the College Captains will:

- Have a love of and loyalty to MacKillop College – its past, present and future.
- Demonstrate a sense of responsibility, a positive cooperative spirit and a willingness to show an unselfish service to others.
- Work with the Principal, Deputy Principals, Level Leaders and staff in planning and maintaining a vision for the College and that they will work for the wellbeing of the total College Community.
- Lead the SRC meetings to develop within the group a strong sense of community through the positive interaction with representatives from all year levels throughout the school. They should be able to motivate and involve others as well as being able to delegate effectively.
- Have a demonstrated record of involvement in school activities and be involved in the organisation of whole school activities throughout the year.
- Be willing to accept challenges and carry them out.
- Be able to lead by the example of their own participation in school activities.
- Follow school rules and set an example for all other students to follow.
- Be able to communicate well with teachers, members of the public, other college leaders and students.
- Have skill and confidence in preparing speeches and speaking publicly
- Be punctual, well-organised and use time effectively.
- Be able to effectively balance study and the demands of being College Captain.

Application Process

In August of each year, a *form* is sent out to Year 11 students where they express their interest for a certain captaincy. This can be just a portfolio, or a portfolio and College Captain. However, a student cannot just select College Captain alone. There will then be an interview process where nominees are interviewed by one College Captain and a staff member. A letter will then be sent to all applicants at the end of term three advising whether or not they have been shortlisted into the top 20 applicants. If shortlisted, those 20 students attend *Student Leadership Day* where they have a chance to develop and engage in leadership activities.

Finally, on *Speech Night*, all portfolio successful applicants and College Captains will be announced. These students then attend *Student Leadership Camp*.