



## Duty Statements for College Leadership Positions

### College Captain

- Be a constant positive role model to all students in the College
- Must have an individual vision for the role.
- Represent the College at official functions within the College and within the broader community.
- Lead and contribute to whole school initiatives such as fundraising, charity, social and interschool events.
- Chair weekly Student leadership meetings. Organise and facilitate the student leadership team in the running of whole school events.
- Public speaking at assemblies, other schools and colleges and at community events
- Regularly contribute written articles for College publications
- Communicate and work cooperatively with the College Executive, staff, student groups and the wider student body
- Take an active role in all aspects of College life and work with others to achieve the best possible outcomes
- Chair the SRC and liaise with the SRC Facilitator.
- Any other job, as directed by the Principal, or their representative.

### College Vice-Captain (Elected role only)

- Work cooperatively with the College Captain to fulfil all duties
- Co Chair the SRC and liaise with the SRC Facilitator
- Act as College Captain, when they are unavailable.

### House Captain

- Be a constant positive role model to all students in the College and especially to members of your House.
- Provide leadership of the House, promoting House spirit and support for the House charity
- Attend and lead House Executive (or similar) in tasks to support the House
- Lead weekly House Assemblies
- Represent the House and Merici College at events within the College and in the wider community
- Provide leadership and assistance at all House events, including, but not limited to, soirees, Marist social events, charity fundraising events, House Mass/liturgy etc.
- Be a constant positive role model to all students in the College and especially to members of your House.
- Provide leadership of the House, promoting House spirit and support for the House charity

- Attend and lead House Executive (or similar) in tasks to support the House
- Lead weekly House Assemblies
- Represent the House and Merici College at events within the College and in the wider community
- Provide leadership and assistance at all House events, including, but not limited to, soirees, Marist social events, charity fundraising events, House Mass/liturgy etc.
- Lead the house in all aspects of the Swimming and Athletics Carnivals
- Communicate and work cooperatively with the College Executive, staff, student groups and wider student body
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media
- Any other job, as directed by the House Coordinator, Principal, or their representative.

#### **House Vice-Captain (elected role only)**

- Work cooperatively with the House Captain to fulfil all duties
- Act as House Captain, when they are unavailable

#### **Expressive Arts and Culture Captain**

- Liaise with Expressive Arts Coordinator and Languages Facilitator to assist with upcoming events including Awards ceremony/ Masses/performances/ exhibitions/assemblies
- Must have an individual vision for the role
- Plan to raise the profile of Arts and Culture in the College
- Support the big performance projects, Musicals, theatrical performances, Art Displays, cultural days and language assemblies
- Submit proposals to the College Executive as required.
- Support all cultural events in the College such as the cultural and indigenous assemblies
- Liaise with relevant staff members in the department regarding college photographic/ video needs
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

#### **Spirituality Captain**

- Liaise with the Head of Mission and Community to coordinate and lead Youth Ministry initiatives. Raise the profile of youth ministry within the College and the wider community
- Liaise with coordinating teacher to place notices of meetings and events in Daily Notices

- Liaise with the Head of Mission and Community and Religious Education Coordinator
- Assist with preparation of Masses and whole school liturgies
- Promote and coordinate monthly morning Masses and prayer reflections
- Assist with the Christian Service Learning Program
- In conjunction with the Social Justice Captain and House Leaders oversee House Charity fundraising
- Submit proposals to the College Executive as required
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

### **Sustainability Captain**

- Regular attendance and manage membership of the student Sustainability Group
- Must have an individual vision for the role
- Liaise with the Sustainability Facilitator to place notices of meetings and events in Daily Notices
- Raise the profile of sustainability within the College and wider community
- Assist with the promotion of sustainability events
- Be the spokesperson for the Sustainability Group
- Provide information for the Sustainability Facilitator to place on the Sustainability Group Moodle page
- Submit proposals to the College Executive as required.
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

### **Social Justice Captain**

- Liaise with the Social Justice Facilitator to place notices of meetings and events in Daily Notices
- Liaise with Head of Mission and Community in regard to charity proposals
- Provide information for Social Justice Facilitator to place on the Social Justice Group Moodle page
- Must have an individual vision for the role
- Generate an agenda for meetings and run the meetings, or oversee their running.
- Allocate responsibilities for various events equally around the Social Justice Group members
- Liaise with the Principal and Executive on matters that affect the group and submit proposals to the College Executive as required.
- Coordinate the advertising of information for events in the College
- Promote the Social Justice Group as a group for all students, through the Activities Expo

- In conjunction with the Spirituality Captain and House Leaders oversee House Charity fundraising
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

### Sports Captain

- Promotion and marketing of sport to students at the college
- General administration duties as seen fit by Sports Facilitator
- Must have an individual vision for the role
- Taking photographs and organising displays to maintain the Sports Notice Board in the gymnasium
- Assisting with trials and the organisation of equipment and uniforms
- Working with Sports Facilitator, PE staff and the teachers responsible for organising individual sports
- Liaise with individual sports captains
- Assist the PE staff in preparation for the school Carnival's and Sports Awards
- Organisation of lunchtime sports events
- MC for the Sports Awards evening
- Submit proposals to the College Executive as required
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

### Transition Captain

- Must have an individual vision for the role and be committed to raising the profile of their position within the College
- Be passionate about providing a consistent mentoring and supportive leadership role to other students
- Be a constant positive role model to all students in the College and especially to Year 7 and Year 11 members of your House (key Transition groups)
- Liaise with the Head of Junior School regarding planning, organising and leading of all Transition related events.
- Lead the Transition leaders team
- Provide leadership within and outside of their house, actively participating in key events to maintain a public profile visible to all students
- Attend regular Transition Leader meetings to discuss, plan and evaluate upcoming and previous Transition related events
- Actively participate in Open Evenings and Information Evenings, acting as ambassadors to the College
- Demonstrate proactive leadership by planning, organising and leading a variety of Transition related events including but not limited to, Year 7 Skills Days, Year 7 Camp, Year 11 Retreat and any other additional initiatives to support students
- Assist with the promotion of Transition related events

- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.

### **Narragunnawali**

- Develop a student group of interested Indigenous students and their friends
- Generate an agenda for meetings and run the meeting, or oversee their running
- Liaise with coordinating teacher to place notices of meetings and events in Daily Notices and information to be placed on the Narragunnawali Group Moodle page
- Active involvement in the development of and the promotion of events such as the NAIDOC assembly and Reconciliation Week
- Be the spokeswoman for the Narragunnawali Group

### **SRC Captain**

- Liaise with coordinating teacher to place notices of meetings and events in Daily Notices.
- Liaise with Head of Mission and Community in regard to charity proposals
- Provide information for coordinating teacher to place on the SRC Moodle page
- Must have an individual vision for the role
- Generate an agenda for meetings and run the meetings, or oversee their running.
- Allocate responsibilities for various events equally around the Social Justice Group members.
- Chair meetings concerning SRC initiatives.
- Assist with the running of the SRC induction day.
- Ensure the SRC is a link between the College Executive and the student population.
- Liaise with the Principal and the Executive on matters, which affect the College and write proposals to address them.
- Contribute regular articles and reports for College publications such as the College Magazine, website and social media.