STATE COUNCIL

AND

AREA COUNCIL

OPERATIONAL GUIDE

MAY 2018

Information Booklet for
Area Presidents, Area State Council Delegates, Area
Council Executive, Chairpersons, Members and Area
Contact Principals of Reference Groups

Your Area Primary Principals' Council is one of forty-three Area Primary Principals' Councils across NSW. Its function is to be a local part of the peak advisory body on Primary Education in NSW. Each Area Council may comprise the Principals of Primary, Central, Infants and Hospital Schools, SSPs and EECs in that Area who choose to be members by their support of Council activities and the payment of a Membership Fee. **An election of Area Council Executive Officers is to be held annually in each Area during the Term 4 Area Council Meeting.**

Membership of an Area Council entitles Principals to participate in professional development activities organised by the Council, to have their concerns on educational issues raised at local and State level, and to belong to a supportive, collegial, professional association enhancing the Principalship.

Membership of an Area Council also incorporates membership of the NSW Primary Principals' Association Inc. (NSWPPA Inc.), the Australian Government Primary Principals' Association Inc. (AGPPA Inc.) and the Australian Primary Principals' Association Inc. (APPA Inc.).

In summary, **Financial Membership of an Area Council enables Principals:**

- to *access Professional Development activities* directly relevant to their school leadership role;

- to *ensure their voice is heard* in shaping Local, State and National Educational Policies;

- to *participate in an outstanding collegial network* that focuses on
  - peer support for individuals and the
  - elevation of the Principalship in its community standing;

- to *attend Area Primary Principals' Council Meetings each Term* where local issues are discussed;

- to *attend Combined Area Conferences (at cost)* where these are organised by local committees;

- to *attend the annual NSWPPA State Conference (at cost)*

- to *receive a number of editions of different publications* each year; (generally transmitted electronically);

- to *have access to email lists and web resources* specifically designed for NSW Primary Principals;

- to *be nominated for NSWPPA Awards,* such as the Professional Award, Social Justice & Equity Award and the Aboriginal Education Award

- *to be affiliated members of A.G.P.P.A., A.P.P.A. and access Principals Australia Institute (PAI)*

- to *stand for leadership office* at all levels of Australian Principals' organisations.

Your Area Council is the peak body of Primary Principals in your local Area. Along with the other 42 Area Councils in the State, it is affiliated under the Constitution of the New South Wales Primary Principals' Association Inc. (NSWPPA Inc.). The Area Council:

- represents Principals at meetings with local DoE officers and, through State Council and State Executive, at State level;
- provides advice and expertise to the Department of Education through local officers;
- is a source of professional development and collegial support for Primary Principals; and
- through the Area President and Area State Council Delegate, is represented at DoE Network or combined Network level.

State Council and Reference Groups of the NSWPPA place a high value on advice given and requested by Area Councils.

Meetings of Area Councils should be convened each Term and conducted independently of local DoE Meetings. Local Network Directors may be invited to attend APPC Meetings as guest speakers for a session – this is a decision for each Area Council. In some Areas, meetings are held on the same day each Term as DoE Meetings (where these are arranged) to enable travel, venue or refreshment costs to be shared. Meetings, teleconferences or videoconferences of the Area Council Executive Officers should be held each Term, to enable the business of Council to be conducted smoothly.

Included in this booklet is information about current NSWPPA Processes. Please feel free to contact any member of your Area Council Executive, or any member of the State Executive, to seek assistance or discuss issues arising in your role.

CONSTITUTION

Each member may access a copy of the Constitution of the NSWPPA Inc. from the Association website on www.nswppa.org.au

MEMBERSHIP BADGES

 A Membership Badge is to be presented to new members at their first Area Council Meeting, by the Area Council President.

Additional badges may be obtained from the NSWPPA Office. Please contact the NSWPPA Executive Officer on 02 9514 2299 during office hours (9.30 am – 3.30 pm Wed – Fri during school terms) or email mpritchard@nswppa.org.au

A MODEL OF
AREA AND STATE COUNCIL PROCESSES

Representation with DoE

> Area Council nominates a representative with particular expertise..........   **to**   Local Director Ed. Leadership
>   **or**   Reference Group/s or State Council

> Principals' Advisory Groups (or equivalent) nominate Representatives at local level to meet with Directors EL

> Area Council Presidents and Delegates meet with Executive Directors, School Performance

Professional Development for Principals

> Area Council Meetings   >   Local Speakers; Workshops; Sharing Expertise;

> Combined Area Conferences   >   Keynote Speakers; Big Picture Items; Workshops;

> NSWPPA State Conference   >   Annual Professional Development Seminar
NSWPPA A.G.M.
NSWPPA Business Sessions
NSWPPA Awards Ceremony

Principals' Wellbeing Issues

> Local Networks

> Area Council Executive   (Deputy President; Orientation Colleague)

> Principals' Support Ref. Group; Legal Issues Standing Committee;

Professional Support Officer

MEMBERSHIP - FEES

1.) **Area Councils have a bank account** and deposit any moneys received in this account.

2.) **At the commencement of First Term each Area Council requests payment to it of a Membership Fee by each Principal** of a Primary School, Central School, SSP and EEC in that Area.

3.) **The amount of this Area Council Membership Fee is to be determined by each Council and will depend on the level of services that each Council is offering as part of the Membership Package** e.g. Some Councils will charge a minimum fee and ask Principals to pay additional amounts for each Meeting or Conference, for lunches and other expenses. Other Councils will charge a higher fee and include in this the provision of Meetings, Conferences, and lunches etc. for the year.

4.) **Each Principal pays his or her State Affiliation Fee by a direct salary deduction. (Application form to be sent to DoE is available on the NSWPPA website)** In addition, Area Council membership fees are to be paid to the Area Council Treasurer.

6.) **An amount equivalent to 4 Relief Days per year for each TP1 / TP2** is included in those schools' global funds. This acknowledges the importance of Principals' Council Meetings and the DoE's strong focus on Principals being involved at the Area level and endorses the legitimate re-direction of funds for the attendance of all Principals at Council Meetings.

MEMBERSHIP – CHANGING AREA COUNCILS

The Area Primary Principals' Council (APPC) groupings have been established to serve the needs of the Association and these groupings remain despite changes in Departmental groupings.
- Area Council groupings are determined on the location of the school.
- Changing a designated APPC is only considered in exceptional circumstances.

Members wishing to change APPC groups are required to submit a request in writing to the State Executive after discussing the matter with their current APPC President. This communication should outline in detail the reasons for the request.

EXAMPLE OF A YEAR'S MEETING / TELECONFERENCE SCHEDULE

Week 2 or 3 each Term	*Area Council Introductory Meetings (as required)*
Week 4 or 5 each Term	*Meetings of Reference Groups / Standing Committees / Working Parties*
Week 7 or 8 each Term	*State Council of NSWPPA*
Week 8, 9 or 10 each Term	*Area Council Meetings (please refer to following page for a suggested Area Council Meeting Agenda proforma. The Agenda should be emailed to all Area Principals prior to the meeting)*
Week 3 Term 4	*State Conference*, Sydney

1.0 **Opening**
    1.1 Acknowledgement of Country
    1.2 Welcome; Apologies
    1.3 Presentation of Badges to new members
    1.4 For Term 1 Meeting: an overview of the Association to ensure that new Principals are clear about how the NSWPPA works. (State Executive members are happy to attend meetings to assist with this.)

2.0 **Minutes of Previous Meeting**
    2.1 Presentation of Minutes
    2.2 Adoption of Minutes; Business Arising

3.0 **Acceptance of Items for General Business Session** - added to the Agenda at Item 10 below

4.0 **Items for the Agenda for which due notice has been given**
    4.1 .
    4.2 .

5.0 **President's Report**
    5.1 Presentation of Report
    5.2 Adoption; Business Arising

6.0 **Secretary's Report**
    6.1 Presentation of Report including Correspondence In / Out
    6.2 Adoption; Business Arising

7.0 **Treasurer's Report**
    7.1 Presentation of Report including performance against budget
    7.2 Adoption; Business Arising

8.0 **State Delegate's Report**
    8.1 Presentation including matters from and for State Council
    8.2 (Items from the Delegate's Checklist should be included here – this may include work on a Position Paper, presentation of a PowerPoint, distribution of any relevant material from the 'Council Kit', gathering Principal opinion to forward to State Council)
    8.3 Adoption; Business Arising

9.0 **Other Representatives' Reports**
    9.1 Presentation including Reports by NSWPPA Area Contacts for Reference Groups
    9.2 Adoption; Business Arising

10.0 **General Business**
    10.1 .
    10.2 .

11.0 **Motions & Issues for State Council**
    11.1 Report back on any Issues previously submitted that have since been addressed
    11.2 New Issues

12.0 **Guest Speaker/s; Special Presentations; Sharing Successes**

13.0 **Next Meeting**
    13.1 Date:

14.0 **Close of Meeting**

AREA COUNCIL AND STATE COUNCIL DATABASE OF NSWPPA REPRESENTATIVES 2018

Each Area Council is asked to develop and maintain a listing of representatives and contact Principals in a range of categories. Area Council Presidents and Delegates will electronically update their Area Council database by accessing, with their NSWPPA user name and password, the appropriate section of the NSWPPA website at www.nswppa.org.au .

Database information should include:

- Principal Name, School, Phone/Fax/Email details;
- Area Council Executive Members;
- Dates / venues of Area / Combined Area meetings;
- Area Council Contact Principals in Reference Group categories (x 1 only for each Reference Group);

  o Then

- Principal Merit Selection Panels (x 10 only with balance of gender/size of school etc.)
- Area Committees (aligned with Reference Group/Area Contact Principals)

PRINCIPAL MERIT SELECTION PANELS

10 ONLY nominated Principals from each Area

- cross section of large / small schools / male / female / PSFP / NESB; names forwarded to NSWPPA when requested; usually by Week 4, Term 1 each year;

- State list forwarded by NSWPPA President to Doe Director, HR.

DoE LOCAL COMMITTEES

Area Council Executive members should monitor the formation of various committees at local level to ensure that the NSW Primary Principals' Association provides representatives on all appropriate committees. **These representatives should, wherever possible, be drawn from Principals who are Area Contacts and/or Reference Group representatives in each particular portfolio area.**

| ROLES AND RESPONSIBILITIES OF AREA COUNCIL PRESIDENTS |
| and AREA DELEGATES TO STATE COUNCIL |

Prior to State Council Meeting (usually held in Week 6, 7, or 8 each Term)

Area President and Delegate
- Welcoming of Principals new to the Area, in conjunction with other Executive:
- Introduction to the Area Orientation Colleague, Induction Opportunities;
- Information about Area and State structures, including Meetings, Membership Fees, Reference Groups, Issues Pro-forma.
- Discussing and explaining at the first Area Council Meeting each year, in conjunction with other Executive, the **operation procedures** of the NSW Primary Principals' Association, including appropriate methods of dealing with issues of interest / concern. i.e.:
  - **long standing issue** - previous action on this issue (refer to minutes/Executive);
  - **local solution** - through Area colleagues;
  - **Area specific issue** - referred to local senior officers through Area Council;
  - **General Statewide or major issue** - to Reference Groups and / or State Council through Area Council Executive.

Delegate (after consultation with Area President):
- Providing matters for inclusion on the State Council Meeting Agenda to the State President, **eight (8) days prior to the Meeting**.
- Accessing and reading all information provided by email in the State Council pre-reading kit.
- Determining which Area issues are to be forwarded to NSWPPA State Executive for Reference Groups, State Executive or State Council.
  - Forwarding these issues on website pro-forma by due date.
- Reporting to Area Council Meeting on relevant State Council business from previous State Council Meeting, or as advised to Delegates by State Council Executive.
- Ensuring any matters listed on each Term's State Council "Delegates' Checklist" are dealt with by due dates.

At State Council Meeting

- Attending both days of all 4 State Council meetings each year and State Conference Business sessions.
- Attending and representing Area Principals at all sessions and for the full duration of State Council
- Arranging an alternate Delegate to attend where exceptional circumstances prevent the Delegate from attending.
- Participating in all State Council discussions, votes etc., representing Area Principals.
- Collecting and making available to Area Principals copies of all documentation, reports, Positions etc. distributed at the Meeting.

Following State Council Meeting

- Collating and forwarding to all Area Council Principals – any reports/notes and Positions (Final Positions are to be distributed so that all NSWPPA members are aware of the Association's position on important issues. Draft Papers are to be distributed to seek input from all Principals).
- Summarising of responses to Area Issues from Reference Group Reports received at State Council Meeting.
- Ensuring any matters listed on the State Council "Delegates' Checklist", forwarded with State Council Minutes, are dealt with by due dates.
- Keeping Area Council President, Executive, Alternate Delegate and Members informed of all matters from State Council Meetings via a State Council Report to each Area meeting.
- Forwarding information to those Principals not in attendance at Area meetings.
- Organising workshops on issues / 'Positions' at Area Meetings as required.

On-going

- Attending all Area and State Council Meetings. Being the Contact Person for communications between Principals and State Council, in consultation with the Area President. (Delegate is usually the first liaison point between Area Primary Principals' Councils and NSWPPA)

- Ensuring that a 'State Council Report Time' is allocated at every Area Meeting. Emphasising the importance of 'Positions' as integral to the operation of the NSWPPA.

- Promoting maximum participation by Area Principals in Annual State Conference, Annual General Meeting, combined Area Conferences (where applicable).

- Communicating all matters promptly and regularly to all Area Principals, using mail, phone, fax, e-mail as appropriate. (This is costly and time- consuming, but Delegates should access Area Council funds and State Council funds for Teacher and / or Ancillary Relief, reimbursement for costs of mail, phones etc.)

The Delegate's role is vital but can be time-consuming. If your circumstances prevent you from being able to meet these guidelines, you should inform your Area President so that a new Delegate can be elected.

ROLES AND RESPONSIBILITIES OF REFERENCE GROUP, STANDING COMMITTEE AND WORKING PARTY CHAIRPERSONS

- **Prior to State Council Meeting (usually held in Week 6, 7, or 8 each Term)**
    - o Summarising all meetings, issues referred, action taken prior to State Council
    - o Forwarding Reference Group /Standing Committee/ Working Party Report for publication - to State Council containing Term's information as above, by the due date (generally 8 days prior to State Council).
    - o Participating in a meeting of all Reference Group , Standing Committee and Working Party Chairpersons with State Executive members on the day prior to State Council each Term.

- **At State Council Meeting**
    - o Participating in an interactive Panel Session, responding to questions from State Council;
    - o Updating State Council on Issues and Positions e.g. at Preliminary, Draft or Final Form;
    - o Obtaining State Council input and / or ratification.

- **Following State Council Meeting**
    - o Communicating with all Reference Group / Standing Committee/ Working Party members, about any Position amendments or specific matters, raised at State Council Meeting.

- **On-going**
    - o Convening a meeting of all Reference Group / Standing Committee / Working Party Members at least once per Term (teleconference, and / or face-to-face where required). Ensuring that all members receive copies of all documentation - Issues Papers, Reports to State Council etc.
    - o Notifying dates of all planned meetings to the Executive Liaison Officer for the group
    - o Arranging a meeting at least once per Term between the Chairperson (and / or any members available) and the relevant Director / General Manager etc. for:
        - o general discussion of trends / future scenarios;
        - o specific requests by Directors etc. for NSWPPA representation, participation or input;
        - o specific issues raised through Area Councils by Principals.
    - o Meeting with relevant DoE senior officers, between scheduled meetings, where specific issues require attention and where these issues are of some urgency
    - o Liaising frequently with State Council Executive Liaison Member attached to the Reference Group / Standing Committee / Working Party, including forwarding copies of critical documents, notification of meetings / teleconferences etc.
    - o Communicating promptly and directly to Principals who have raised issues - the action taken, responses received etc.
    - o Forwarding requests for expenses to the State Council Treasurer, tracking the progressive Budget and liaising with the State Treasurer.
    - o Attending the meeting each Term with State Executive Directors in Sydney – usually Weeks 1, 2 or 3.

ROLES AND RESPONSIBILITIES OF AREA CONTACT PRINCIPALS

- Regional Reference Group members will set up a group email with all Area Contacts for their region of the State. Names of Area Contacts are available on the NSWPPA website. Names of Regional Reference Group members are available on the NSWPPA website. (Go to Home Page, click on 'Who Are We' at top. Click on 'Area Contacts' or 'Reference Groups' on the left hand side)

- Regional Reference Group members will set up regular, formal two-way communication processes with the Area Contacts for their Region of the State (teleconference, email, face-to-face) *Area Contacts are asked to be available and to be involved in this communication.*

- Prior to Reference Group meetings, each Regional Reference Group member will request from Area Contacts any matters for discussion or concerns. *Area Contacts are asked to respond promptly to this request.*

- Following a Reference Group meeting, the Regional Reference Group member will email a summary of the meeting minutes to their Principals. *Area Contacts are asked to facilitate discussion at Area Council Meetings regarding this summary.*

- Following Reference Group meetings, Regional Reference Group members will contact Area Contacts to provide feedback from the meeting

- If a Reference Group member is unable to attend a meeting, it is their responsibility to organise a replacement from the Area Contacts in their Region of the State. *Area Contacts should be prepared to attend Reference Group meetings if required.*

- Be familiar with, publicise and support the position of the NSWPPA on Reference Group matters.

The Chairperson will keep a record of which group members represent the NSWPPA on various committees, working parties etc. This information will be emailed to the NSWPPA Executive Officer **mpritchard@nswppa.org.au** who will update the Association's records accordingly. *Area Contacts are asked to ensure Regional Reference Group members are aware of any State representative role they fill.*

NSW Primary Principals' Association Inc.

PROTOCOLS - CONTENTIOUS ISSUES

The NSWPPA provides support for the professional growth and personal welfare of Public School Primary Principals and represents their views in an informed and objective manner, based on the desire to consistently improve public education.

1. RATIONALE

1.1   The protocols listed are for the guidance of all members of the NSWPPA and should be adhered to, for the benefit of both the Association and its individual members.

1.2   The NSWPPA, its Executive, State Council and Area Councils are all constituted under the objects, ideals and code of ethics of a professional association, as delineated in the Association's Constitution.

1.2   From time to time, the NSWPPA will be involved in, or asked to comment or take action on, issues that are under political and / or industrial contention.

1.3   Contentious Issues of a political or industrial nature may arise at Area Council or State Council levels. Members of the Association should be aware that *any* issue may have political or industrial ramifications.

1.5   As a professional organisation, the NSWPPA represents the views of the majority of its members. In most cases, the majority of members share common views on issues, but on some occasions there may be a divergence of views.

2. PROTOCOLS

2.1   The NSWPPA is neither an industrial organisation nor aligned with any political party or organisation. It operates under a Memorandum of Understanding with the Department of Education, signed by the NSWPPA President and The Secretary, DoE.

2.2   The NSWPPA will continue to liaise and work with other peak educational groups, including the Department of Education (particularly but not only through the Futures Alliance), The Ministry of Education, NESA, the NSW Teachers Federation, the NSW Federation of P. & C. Associations, the PSA, SASSPA and the NSW Secondary Principals' Council and will continue to support the Public Education Alliance and the Public Education Foundation.

2.3   The NSWPPA will continue to take a proactive role in shaping Public Education, by consulting its members as widely and as often as practical and producing 'Positions' on key educational issues.

2.4   Current Association 'Positions' will reflect the views of the majority of the Association's members.

2.5   The NSWPPA will actively promote its stance on key educational issues to other peak educational bodies and the general public, using all appropriate communication channels, including media outlets.

2.6   In any public statement, the NSWPPA will refrain from denigrating individuals or organisations holding different views, and will emphasise a positive, professional approach to resolving conflict and promoting Public Education. The Association expects that this approach will be reciprocated by those with whom it interacts.

2.7   The Executive of Area Councils and the State Executive will conduct the business of, and represent the Association's position between Association meetings, based on current NSWPPA 'Positions'. If in doubt, Area Executives should consult with State Executive and / or Reference Group Chairpersons, to verify current positions.

2.8   When an issue arises that is not covered by a current 'Position', the State Executive will consult members as quickly and as widely as possible, using a variety of two-way communication strategies. This may include the calling of a Special Meeting of State Council.

2.9   Where consultation with members does not reveal a majority view on a particular issue, the NSWPPA will reflect this diversity of opinion in its statements on that issue.

2.10   The NSWPPA will recognise that its members are employees of the Department of Education and, in most instances, also members of the NSW Teachers Federation. Therefore, the Association will not, where an adversarial climate exists over a particular issue, encourage its members to support either of these parties against the other.

2.11   When issues impact on the Principalship, the NSWPPA will continue to work through Area Councils, Regional Advisory Groups (or equivalent), Reference Groups, State Executive and State Council, to endeavour to resolve issues of conflict.

EXTRACTS FROM THE CONSTITUTION OF THE NSWPPA Inc. RELATING TO AREA COUNCILS

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6.3 AREA DELEGATES TO STATE COUNCIL

6.3.1   Each Area Council shall be represented on State Council by an Area Delegate who shall be elected by each Area Council. **(See 6.7.2.2)**

6.3.2   AREA DELEGATES TO STATE COUNCIL will:

6.3.2.1 represent their respective Area Councils at all meetings of State Council;

6.3.2.2 report directly to the Executive and membership of their respective Area Councils all decisions, initiatives and requests of the State Council, including the provision of copies of the minutes, guest speakers' notes and Position Papers;

6.3.2.3 provide:

6.3.2.3.1   Matters for inclusion on State Council agendas;

6.3.2.3.2   Area Council responses to State Council surveys and general requests for information; and

6.3.2.3.3   Area Council electronic updates for the Association's database as changes occur, or when requested, in consultation with the Area Council President;

6.3.2.4 as required, chair, participate on, or contribute to, the Association's Reference Groups, Standing Committees, Sub-committees and Working Parties established by State Council; and

6.3.2.5 generally be one of the Area Council representatives on the relevant Regional Advisory Group.

6.7 AREA PRIMARY PRINCIPALS' COUNCILS

6.7.1   Area Primary Principals' Councils will operate across the state. Their prime function is to be the peak advisory body on matters related to primary education for their area.

6.7.2   The AREA COUNCILS will:

6.7.2.1 operate under the Constitution and Standing Orders adopted by the Association;

6.7.2.2 elect, from members within their Area, an Executive consisting of:

6.7.2.2.1   President;

6.7.2.2.2   Deputy President;

6.7.2.2.3   Secretary;

6.7.2.2.4   Treasurer;

6.7.2.2.5   Area Delegate to State Council **(see 11.3.6)**; and

6.7.2.2.6   Other officers as considered necessary by the Area Council.

6.7.2.3 provide a regular forum for the discussion of educational leadership and management, professional development and welfare matters pertaining to Primary Principals within their area;

6.7.2.4 deal with matters relevant to their own Area but may refer matters with potential statewide implication or impact, to State Council for consideration; **(See 6.1.2.1)**

6.7.2.5 as and if required, convene a Combined Area Management Committee to conduct a Combined Area Conference, once a term, for the purposes of important functions of the Association, including professional development, collegial support and welfare matters;

6.7.2.6 ensure that all decisions made at meetings of the Area Council and the Area Executive are enacted promptly;

6.7.2.7 nominate representatives on a Regional Advisory Group (RAG) who will meet each Term, together with representatives of the other Area Councils in each Region, with the relevant Executive Director and other Senior DoE Officers. The representatives will generally be the Area President and the Area State Council Delegate; and

6.7.2.8 determine an Area Contact for each State Reference Group.

6.7.3 The AREA PRESIDENT will:

6.7.3.1 chair all meetings of the Area Council;

6.7.3.2 ensure that the Area Delegate informs all members of the decisions and policy positions adopted by State Council;

6.7.3.3 ensure that the Area Delegate communicates member reaction to State Council on matters referred by State Council;

6.7.3.4 certify the status of representatives to the Association's Reference Groups and Committees as requested;

6.7.3.5 be one of the alternate cheque signatories to the Area Council bank account;

6.7.3.6 generally be one of the Area Council representatives on the relevant Regional Advisory Group; and

6.7.3.7 in consultation with the Area Council Delegate enter, on the Association database, no earlier than Term 4 State Council Meeting and no later than the end of Term 4, the elected Executive for their Area, the Area Delegate to State Council, Merit Selection Panel nominees and an Area Contact for each State Reference Group and provide Area Council electronic updates for the Association's database as changes occur throughout the year, or when requested.

6.7.4 The AREA DEPUTY PRESIDENT will:

6.7.4.1 substitute for the President in the President's absence due to illness, unavailability or as otherwise directed by the President;

6.7.4.2 be one of the alternate cheque signatories to the Area Council bank account; and

6.7.4.3 be responsible for the establishment of effective Principal welfare strategies through Communication, Advice and Trust Networks.

6.7.5 The AREA SECRETARY will:

6.7.5.1 prepare agendas, keep and maintain minutes of all Area meetings and make them available to their Area Council members within fourteen (14) days and, if required, to State Council;

6.7.5.2 maintain files of correspondence and prepare correspondence for their Area Council;

6.7.5.3 be one of the alternate cheque signatories to the Area Council bank account; and

6.7.5.4 keep a record of attendance at all Area Council Meetings.

6.7.6 The AREA TREASURER will:

6.7.6.1 receive all monies on behalf of the Area Council, ensure that monies are banked in an Area Council bank account and that accounts are verified and paid;

6.7.6.2 maintain comprehensive records of all financial transactions of the Area Council and make such records available as required by the Constitution;

6.7.6.3 carefully monitor the level of the Area Council's finances and present progress reports of the financial position at each Area Council meeting;

6.7.6.4 present an annual financial report and balance sheet, after auditing, to the last Area Council Meeting for each year;

6.7.6.5 present an audited financial report of their Area Council to the first State Council meeting of each year;

6.7.6.6 be one of the cheque signatories to the Area Council's bank account;

6.7.6.7 prepare and maintain a complete Membership Register of all financial members of their Area Council; and

6.7.6.8 prepare and forward to the State Council Executive and State Treasurer, on or before 30 April each year, a list of registered financial members, as required by this Constitution. **(See 7.2)**

6.7.7 The AREA STATE COUNCIL DELEGATE **(See 6.3 above)**

7.0 MEMBERSHIP

7.1 A person is qualified to be a member of the Association if, within the N.S.W. DoE:

7.1.1 the person is substantively appointed to the position of Primary Principal and may be school or non-school based; OR

7.1.2 the person is substantively appointed to the position of Principal of a School for Specific Purposes or Central School; OR

7.1.3 the person is in receipt of a Relieving Principal Allowance; OR

7.1.4 the person is in charge of an Environmental Education Centre or Hospital School.

AND

7.1.5 the person has paid the State Membership Fee and been registered as a Member of an Area Primary Principals' Council affiliated with the Association. OR

7.1.6 the person has paid the State Membership Fee and is in a non-school-based position.

7.2 REGISTER OF MEMBERS

7.2.1 A Register of Members of the Association will be kept by the State Council Executive.

7.2.2 The Register of Members of the Association will be compiled from the list of registered financial members provided by each Area Council in Term One and then updated as required throughout the year.

9.4 AREA COUNCIL MEETINGS

9.4.1 Area Councils will establish procedures and conduct meetings in accordance with methods adopted at State Council meetings as outlined in this Constitution. The quorum for a meeting of an Area Council will be the presence of fifty percent (50%) of Area Council members and at least fifty percent (50%) of the members of the Area Council Executive. **(Refer 9.8)**

9.4.2 Area Councils may meet twice a term to allow members the right to partake in the business of the Association and to receive regular reports from the Area Delegate to State Council and other representatives from the governing agencies of the Association.

9.4.3 Extraordinary meetings of an Area Council may be called by the Secretary on request of the President or by written request of fifty percent (50%) of members of the Area Council. Five working days' notice must be given to Council members for extraordinary meetings.

9.4.4 As and if required Area Councils may nominate members to a management committee to organise and present Combined Area Conferences for the purpose of professional enrichment, training and development, collegial support and welfare matters. **(See 6.7.2)**

9.5 ANNUAL GENERAL MEETING
9.6 GENERAL MEETING OF THE ASSOCIATION
9.7 SPECIAL GENERAL MEETING OF THE ASSOCIATION

9.8 LACK OF A QUORUM

9.8.1 No business is to be transacted at any meeting of the Association unless a quorum, as specified in this Constitution for that meeting, is present. **(Refer 9.2 through 9.7)**.

9.8.2 If, within an hour of the time appointed for the meeting, a quorum is not present, the meeting is to stand adjourned to the same place and at the same hour of the same day in the following week.

9.8.3 If at the adjourned meeting a quorum is not present within an hour of the time appointed for the meeting, the meeting is to be dissolved.

10.0 ELECTIONS FOR STATE EXECUTIVE AND NOMINATION OF RETURNING OFFICER

11.0   ELECTIONS FOR EXECUTIVE OFFICERS OF AREA COUNCILS

11.1 TENURE OF OFFICE

11.1.1 All Executive Officers of Area Councils including the Area Delegate to State Council will be elected annually.

11.1.2 Executive Officers including Area Delegates to State Council may not serve in the same office for more than four consecutive years, except in circumstances described in **11.4.1**.

11.2 NOMINATIONS FOR EXECUTIVE POSITIONS OF AREA COUNCILS

11.2.1 Each Area Council will appoint a Returning Officer to conduct Area Council elections that will be conducted at the last Area meeting of the year and decided by secret ballot.

11.2.2 The Returning Officer will call for nominations for all Executive positions at least fourteen (14) days prior to the last Area Council meeting each year.

11.2.3 Nominations will close 3.00pm on the day prior to the last Area Council meeting of the year.

11.2.4 A nominee for any Executive position will be a financial member of the Association as verified by the Area Council records.

11.2.5 Nominees may nominate a scrutineer to attend the count of the poll.

11.3 CONDUCTING A BALLOT

11.3.1 Where more than one nomination is received for an Executive position a secret ballot of all members of the Area Council will be conducted.

11.3.2 The Preferential System of voting will be used in all elections.

11.3.3 The Returning Officer will prepare ballot papers which list candidates in an order determined by the public draw of their names.

11.3.4 Area Council will appoint two members, who are not candidates, to act as tellers and together with the Returning Officer they will use preferential procedures to determine the successful candidate.

11.3.5 Where a candidate has been eliminated by election to a higher position, the next preference shown on the ballot of each vote will be regarded as the operative vote. The order of counting the poll will be:

    11.3.5.1 President; Deputy President; Secretary; Treasurer; Other officers determined by the Area Council.

11.3.6 The Area Delegate to State Council will be elected from the floor of the meeting immediately following the election of the other Executive. The Area Delegate to State Council may or may not be one of the already elected Executive of the Area Council.

11.3.7 Nominated scrutineers may attend the count of the poll but must not interfere with the conduct of the count. All concerns should be directed to the Returning Officer before the tally of the count.

11.3.8 The poll will be declared by the Returning Officer at the end of the count.

11.4 NO NOMINATION FOR A POSITION

11.4.1 In the event that there is no nomination for an Executive position by the due date, the following procedure will apply:

    11.4.1.1 The Returning Officer will immediately call for nominations for the unfilled position which will be filled from the floor of the meeting; and

    11.4.1.2 If the position remains unfilled the President or his/her nominee will assume the responsibilities of the position until it is filled.

11.5 TRANSFER OF OFFICE

11.5.1 The official transfer of Executive responsibilities will take place at the conclusion of Term 4.

12.0 VACANCIES

13.0 FINANCE

13.1 MEMBERSHIP & AFFILIATION FEES

13.1.1 The Association will be supported by an annual membership fee paid by each member, through direct salary deduction. The membership fee will be determined at each Annual General Meeting of the Association.

13.1.2 State Council may impose an additional levy on members in order to meet extra-ordinary financial demands on the Association, following approval by at least a two-thirds majority of the members of State Council.

13.2 MANAGEMENT OF ASSOCIATION FUNDS
13.3 DEPARTMENT OF EDUCATION (DoE) FUNDING

13.4 MANAGEMENT OF AREA COUNCIL FUNDS

13.4.1 Area Council funds will comprise:

    13.4.1.1 an Area Council Membership Fee to be determined by each Area Council;

    13.4.1.2 State Council disbursements; and

    13.4.1.3 Sponsorship as obtained by Area Councils.

13.4.2 Area Councils will use their funds for:

    13.4.2.1 Area Council administration, management, training and development; and

    13.4.2.2 Area Council meetings as well as Combined Area Conferences, as and if required by Principals.

13.4.3 The Area Council Treasurer will operate such accounts as determined by the Area Council. The signatories will be the Area Treasurer, Area President, Area Deputy President, and Area Secretary. The method of operation will be for any two (2) to sign.

13.4.4 All reasonable costs incurred by members of the Area Council or their schools in exercising the functions of the Area Council, will be met following approval by the Area Council.

13.4.5 Records of all funds received and expended by the Area Council will be kept in an acceptable manner.

13.4.6 Such records will be audited annually.

13.4.7 The Auditor's Statement, along with the Statement of Receipts and Expenditure, will be presented at the first meeting of State Council each year.

13.4.8 Audit costs will be borne by Area Councils.

13.5 **MEMBERS' LIABILITIES**

13.5.1 The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by **13.4.1.1.**

Don't forget to access all contact details and much more information via our website at
www.nswppa.org.au

NSWPPA Database

Area Presidents and Area Delegates should regularly access their Area Council Database and update new Principals, Executive Roles and Responsibility Areas for each member.

Access for Presidents and Delegates is via the 'NSWPPA Database – Presidents & Delegates Only' link on the NSWPPA website homepage via User Name and Password.

N.B. Changes and updates are always to be made via the 'Edit Individual Principal's Details' link on that Area Council President's Page

Helpline for Database and Website issues:

Vice President Ian Reeson 0400 567 421

ireeson@nswppa.org.au

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