



# Role Descriptions

Melbourne Swedish Community School Association Inc.

Approved in the  
Annual General  
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# Document Control

**Table 1: Document Details**

Abbreviation / Acronym	Description
<b>Title</b>	Melbourne Swedish Community School – Role Descriptions
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<b>Author(s)</b>	Richard Cederberg
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**Table 2: Reviews**

Name	Title	Version	Review Date	Comment
Richard Cederberg	Chairman	1.2	2017-09-29	
Henrika Quinlan	Principal	1.2	2017-09-29	
Gina Burgedahl Ilievski	Committee Member	1.2	2017-09-13	

**Table 3: Authorisations**

Name	Title	Version	Authorisation Date	Comment
Henrika Quinlan	Principal	2.0	2017-11-11	Endorsed at the AGM
Richard Cederberg	Chairman	2.0	2017-11-11	Endorsed at the AGM

**Table 4: Related Documents and References**

Document Name	Location / Link / Comments
Australian Curriculum in Victoria (AusVELS)	<a href="http://ausvels.vcaa.vic.edu.au/">http://ausvels.vcaa.vic.edu.au/</a> <a href="http://www.vcaa.vic.edu.au/Pages/foundation10/curriculum/index.aspx">http://www.vcaa.vic.edu.au/Pages/foundation10/curriculum/index.aspx</a>

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# Introduction

## School profile

The Swedish School was incorporated under its current name, Melbourne Swedish Community School Association Inc. on the 27<sup>th</sup> of July 1990 but has records dating back to 1979.

A committee elected by the parents (members) is responsible for the running of the school. Its current constitution was revised 2017. Students from all over Melbourne and its surrounds attend the school. Currently nearly 200 students from Foundation level through VCE are enrolled. The school employs several teachers and teacher assistants, each who regularly attend professional development programs. Its day to day administrative functions are carried out by a paid school Administrator.

The school is renting classrooms from the Swedish Church's and the nearby Toorak Primary School's properties in Toorak. Through this arrangement the school is fortunate to be able to provide students and their families with a splendid backdrop of lush gardens, big lawns, majestic oak trees, a playground and even a pool to enjoy before or after classes in summer at the Swedish Church's magnificent former Governor General's residence in St George's Road, an ideal meeting point for the Swedish Community.

The school enjoys an excellent relationship with its long term prime land-lords, and other benefits include full access to the library and a safe storage for books, materials, computers and other learning-aids.

## The students

Generally, a student is aged between six and 18 and comes from a family where one parent is Swedish and the other Australian; typically, English is spoken as the first language and Swedish learnt as a second. A significant minority of students derive from Swedish ex-pat families who remain in Australia for periods generally ranging from one to five years. For these students, the school's academic aim is to provide maintenance and some basic development for their children's native Swedish language skills.

## The curriculum and learning environment

The school operates within the guidelines set out in The Victorian Curriculum F–10<sup>1</sup>. It also runs an increasingly popular and successful Victorian Certificate of Education (VCE)<sup>2</sup> program as well as catering for a handful of correspondence students.

Within its mix and the commonality of interest of its students, the school promotes multicultural values and more particularly provides a bridge between the cultures and languages that its children share. To facilitate this end, the school endeavours to engender its values outside the classroom as well as inside by encouraging students and parents to attend various excursions and outings throughout the school year including our annual school camp.

The Melbourne Swedish Community School is committed to developing the student's all-round individual capacity. So, the curriculum integrates a full range of various studies including, Swedish heritage, history, geography and provides for many cultural activities. The desire is to provide knowledge, understanding and some practical experience so that the individual can grow and maintain their sense of cultural belonging.

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<sup>1</sup> <http://victoriancurriculum.vcaa.vic.edu.au/>

<sup>2</sup> <http://www.vcaa.vic.edu.au/Pages/vce/index.aspx>

# School committee roles

## The committee roles

The roles described in this document relate to the key responsibilities of the Committee Members at the Melbourne Swedish Community School Association. The Executive Committee Member roles include:

- Chairman
- Principal/School Administrator
- School Coordinator
- Enrolment Officer
- Bookkeeper

## Role descriptions

### Chairman

The school's Chairman is responsible for the School's progression and shall have an overview of the school's current and future activities and needs. The Chairman's responsibilities include, but are not limited to:

- Acting for the School Administrator if the need arises
- Chair the Annual General Meeting
- Decision-making in close cooperation with the School Administrator and School Coordinator
- Ensuring smooth communication between the School, Parents and relevant stakeholders
- Looking for improvements in ways of working, policies, documentation etc.
- Participation in relevant meetings such as Committee Meetings, Budget Meetings, and Teacher Meetings
- Undertaking in relevant training
- Signing staff contracts
- Signing lease with landlords
- Signatory for cheques

### Principal / school administrator

The school Administrator is responsible for providing effective management of the school in accordance with the School Charter, DET guidelines, expectations and code of practice. The Administrator shall have an overview of the school's current and future activities and needs. The Administrator's responsibilities include, but are not limited to:

#### General administration

- Manage and monitor the implementation of the School's policy and the Charter
- Ensure the provision of planning, implementation and evaluation of new school policies and programs
- Establish effective and efficient administrative structures and procedures
- Supporting, and cooperating with, all other members of the Committee, specifically with regards to:
  - Decision-making in close cooperation with the Chairman and School Coordinator
  - Acting for the School Coordinator, Enrolment Officer and Chairman if the need arises
  - Close cooperation with the Bookkeeper in regard to the budget and the school's Swedish account
- Co-ordinating, preparing and participating in committee meetings and meetings with members
- Liaising with relevant authorities such as:
  - Department of Education and Training (DET)

- Skolverket (the Swedish equivalent of DET)
- Ethnic Schools Association of Victoria (ESAV)
- Victorian Curriculum and Assessment Authority
- Providing statistics and reports to Educational Institutions, Governmental Institutions and members.
- Signing lease arrangements with landlords
- Liaising with current landlords
- Business Development, including
  - Distribution of Newsletter and other relevant information and
  - Ensuring that the school's Web page is consistently updated
- Communicate with the School Community
- Look for improvements in ways of working policies, procedures and documentation
- Responsible for drafting documents, contracts, correspondence and reports
- Ensuring all books, documents and securities are appropriately archived.

### **School finances**

- Application of grants from relevant authorities
- Approving payments of Committee Member and Teacher salaries within one week of term end
- Signatory for cheques and payment of teachers' salaries

### **Human resource matters**

- Managing Human Resource matters including, but not limited to:
  - Recruitment of staff required to run the school in close cooperation with the School Coordinator
  - Co-ordinating information between teachers, committee members and members of the school
  - Plan and invoke practices, which provide for the professional development and growth of staff
- Undertaking relevant training

### **Teaching and learning environment**

- Develop and maintain the school curriculum in cooperation with the School Coordinator and in accordance with Swedish and Australian curriculum standards
- Responsible for planning classes for the following year
- VCE coordinator; including liaising with VCE students and parents, responsible for enrolments and reporting grades to the Victorian Curriculum Assessment Authority (VCAA), co-ordinating information between teacher, committee and parents
- Decision-making in close cooperation with the VCE Head Teacher and School Coordinator
- Participate at teachers' meetings
- Ensuring that the student and teacher attendance rolls are submitted on time

### **School coordinator**

The school coordinator is responsible to ensure that the school's charter and the codes of practice that apply generally and in particular to the teaching staff and students are implemented. The school coordinator shall also:

- Promote and support good relations between the school and its members
- Participating in regular teacher meetings
- Communicate with parents, teachers and students
- Ensure a safe and pleasant learning environment
- Ensure the roster for school yard duties is implemented
- Select staff and designate tasks
- Monitor the quality of education for all students
- Ensure the implementation of the school policy on assessment and of student progress; and

- Supervise and maintain a high standard of the school's inventories

### **Enrolment Officer**

The Enrolment Officer shall have an overview of the school's current and future student enrolments. The Enrolment Officer's responsibilities include, but are not limited to:

- Being the first point of contact and introduce new families to the school community
- Collecting Enrolment Forms throughout the school year
- Close cooperation with the Bookkeeper in keeping the Student Register up to date
- Close cooperation with the School Administrator and School Coordinator
- Look for improvements in ways of working, policies, documentation etc.
- Participation in Enrolment Meetings
- Participate in relevant training
- Participate in Committee Meetings (reporting)
- Responsible for keeping the Student Register up to date
- Responsible for planning classes for the following year

### **Bookkeeper**

The Bookkeeper shall have an overview of the school's current and future finances. The Bookkeeper's responsibilities include, but are not limited to:

- Collecting School Fee's
- Close cooperation with the School Administrator
- Communicate with the School Committee
- Present a budget proposal for the forthcoming year in time for the annual budget approval meeting as well as highlighting any major variations to income and/or expenses
- Liaising with the external auditor
- Liaising with the Swedish School Administrator and School Coordinator
- Liaising with current landlords in regards of payments, if the need arises (Swedish Church and Toorak Primary School)
- Look for improvements in ways of working, policies, documentation etc.
- Making approved payments of Committee Member and Teacher salaries within one week of term end
- Responsible for keeping records of all Swedish School financial transactions
- Responsible for Accounts Receivable/Payable
- Preparing annual budget
- Participation in Budget Meetings
- Participate in relevant training
- Recording and management of all receipts
- Signatory for cheques and payment of teachers' salaries
- Responsible for preparing and submitting all forms, statements and/or declarations to the Australian Taxation Office and the Swedish Skatteverket as required.

### **Supplementary members**

There may be up to ten (10) supplementary members to support the executive. The supplementary members participate in the decision making and may assist executive members with delegated tasks as required and mutually agreed. In the case where a supplementary member accepts a delegation the ultimate accountability remains with the delegating executive member.