



MARYMOUNT

College

STUDENT LEADERSHIP PACKAGE 2017

Name: _____

Pastoral: _____ House: _____

I am applying for:

All Positions

OR

- College Captain
- College Vice Captain
- House Captain
- Academic Captain
- Sport Captain
- Cultural Captain
- Spiritual Captain

Please number your order of preference, 1 being the most preferred.
If you do not wish to nominate for a certain position, leave the box blank.

lifelong life-giving learning



INTRODUCTION

The following pages contain the information necessary for you to apply for a leadership position in Year 12 at Marymount College in 2017..

Please read through the following pages very carefully:

POSITIONS AVAILABLE

School Captains (1 female and 1 male)	Vice-Captains (1 female and 1 male)
Cultural Captains (1 female and 1 male)	Academic Captains (1 female and 1 male)
Spiritual Captains (1 female and 1 male)	Sport Captains (1 female and 1 male)
House Captains (4 females and 4 males)	

WHO CAN APPLY?

Any student who considers that they have the necessary leadership qualities and are confident that they can satisfy the selection criteria can apply.

APPLICATIONS

Your application should include –

- A *Letter of Application* - you may nominate which position(s) you want to be considered for, addressing the selection criteria of each position and outlining your personal thoughts as to why you should be considered for the position(s) as well as a statement about your attitude to the College, peers and others in the school community.
- A *Support Statement* – written by your parents/carers to indicate that they are aware of the responsibilities and extra time commitments of you holding a leadership position and will be supportive of your candidacy.
- The *Validation Proforma* – must include
 - (a) Spiritual
 - (b) Academic
 - (c) House
 - (d) Extra-Curricular
 - (e) Leadership
- Any other supporting material (i.e. copies of certificates, achievements etc)

Your application and associated support material should be handed to your Year Coordinator. Please do not submit original certificates.

LEADERSHIP APPLICATION PACKAGE CONTENTS

- Message of invitation to leadership from the Principal
- Selection criteria for leadership positions at Marymount College
- Role descriptions for the different leadership positions
- Letter of explanation to validators
- Copies of *Validation Proforma* for each criterion
- Application procedure checklist

A MESSAGE FROM THE PRINCIPAL

Dear Year 11 students of 2016

Leadership positions in any organisation are important. In Christian communities, leadership is based on the servant leadership model. This means that the leaders do not seek the positions for power or prestige; they seek to make the community stronger by serving the needs of the community.

Leadership is always challenging. Leaders are called on to be available, to provide example, to consult, to consider all and to make decisions (sometimes challenging ones) and to follow through on the decisions made. A leader in a Catholic school is called on to be a Christian leader, promoting Gospel values and trying to live out these values in their daily lives.

Leaders are also responsible for thinking into the future and making decisions today that will ensure that the community will be in a better position tomorrow, at year's end and down the track. This often involves making sacrifices today to ensure that the future will be better. If you look around the College you can see that many of the facilities we enjoy today were planned for and paid for by parents and students who did not have the opportunity to enjoy those facilities. This is stewardship. It means that when our time as a leader is finished we should have made the community a better place and ensured that it will be stronger for tomorrow.

Student Leaders must realise that while they are called to serve the community, they have a responsibility to themselves. The bottom line is that you cannot be a good Student Leader if you let your duties impact on your academic results in a negative way. To be a good Student Leader requires **very careful planning** of all aspects of your life. This includes academic work, leadership duties, employment duties and recreational time.

Nominees for the positions of Leadership should address in writing each of the selection criteria set out in this package. For each criterion you must satisfy the College Administration Team, Pastoral Coordinators and staff that you possess exemplary attributes in each area.

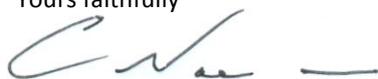
The self-nomination process must be externally validated. To do this you should complete the validation process for criteria 1 to 6 on the Validation Proforma. The checklist and any other validation materials should then be attached to your formal written application.

Validation may take the form of a *Validation Proforma* completed by a relevant adult (e.g. Parish Priest, Teacher, Sporting Coach, Scout Leader, Employer etc), copies of certificates or awards, relevant references or any other material you believe supports your application. You may only use a *Validation Proforma* provided in the Leadership Folio.

Nominees shortlisted for Captain and Vice-Captain will be required to address a full school assembly and to present themselves for an interview with the College Administration Team.

I would like to take this opportunity to once again thank you for considering nominating for a leadership position at Marymount College.

Yours faithfully



Chris Noonan
Principal

SELECTION CRITERIA – STUDENT LEADERS 2016

1. Nominees strive, to the best of their ability, to participate fully in the College's/Parish's spiritual and moral life.
2. Nominees strive, to the best of their ability, to participate fully in the College's intellectual and academic program.
3. Nominees strive, to the best of their ability, to participate fully in the College's cultural and/or sports program.
4. Nominees provide evidence of service to the College.
5. Nominees strive, to the best of their ability, to demonstrate a high level of leadership qualities that focus on the delivery of the College's expectations – e.g. relating to others, being considerate, encouraging, patient; demonstrating an appropriate standard of dress, conduct and punctuality.
6. Nominees provide supporting material i.e. copies of certificates and recognition of achievements.

COLLEGE CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Establish and maintain channels of communication between various Year levels and the Student Council
- Reflect the best aspects of being a Christian student at Marymount College
- Be in touch with the heritage and traditions of the College
- Adopt an inclusive approach when liaising with staff and students
- Support in word and action, the efforts of other members of the Student Council
- Seek and implement ways to improve College life to better reflect College values
- Work with Administration and staff to sustain and advance the best aspects of the College including their presentation and public speaking
- Affirm all members of the College community
 - Liaise with all year groups as a means of generating ideas from the general student body to enhance student welfare – parents, staff, students, Student Council members and Administration for positive contributions to College life

Specific Duties:

- Provide channels of communication between students and staff
- Represent the College at official functions when required
- Foster student involvement in the religious activities of the College
- Promote personal and social sense of correctness and public speaking presence amongst the students
- Meet with the Principal and Year level Coordinators early in Term 2 to discuss their development in their role as College Leaders
- Work closely with the Year Coordinators and Student Council and liaise with Administration in the planning, and organisation of College, Student Council functions and events
- Regularly present at College assemblies
- Attend all Student Council meetings and support Student Council functions throughout the year
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- Honesty and integrity in dealing with others

COLLEGE VICE CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Liaise with all year groups as a means of generating ideas from the general student body to enhance student welfare
- Reflect the best aspects of being a Christian student at Marymount College
- Establish and maintain channels of communication between various Year levels and the Student Council
- Establish and maintain two-way communication between Student Council and the College's Administration Team and Year Coordinators
- Substitute for the College Captains in their absence

Specific Duties:

- Attend and chair Student and Teacher Advisory Council (STAC) meetings with the support of the Year 12 Coordinators
- Assist the College Captains in their leadership role
- Assist at College assemblies
- Welcome guests to the College
- Provide channels of communication between students and staff
- Assist the Year Level Coordinators
- Represent the College at official functions when required
- Foster student involvement in the religious activities of the College
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- Honesty and integrity in dealing with others

COLLEGE ACADEMIC CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Liaise between Students, Academic Coordinators and Assistant Principals, Junior and Senior Curriculum, on matters regarding Academic life at the College.
- Reflect the best aspects of being a Christian student at Marymount College
- Establish and maintain channels of communication between various Year levels and student subject representatives
- Encourage commitment to academic pursuits and achievement across all Year levels

Specific Duties:

- Assist the College Captains in their leadership role
- Address College assemblies on matters relevant to the academic life of the College
- Provide channels of communication between students and Academic Coordinators
- Assist the Year Level Coordinators, particularly in regard to QCS preparation and organisation
- Form their academic subcommittee, chair meeting and devise projects designed to the foster academic success of the College
- Represent the College at official functions when required
- Foster student involvement in the academic activities of the College
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- Academic rigor and vision
- Honesty and integrity in dealing with others

COLLEGE CULTURAL CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Liaise between Students, Academic Coordinators and the range of staff involved in Cultural Activities at the College.
- Reflect the best aspects of being a Christian student at Marymount College
- Establish and maintain channels of communication between various Year levels and student subject representatives
- Encourage involvement in and commitment to Cultural endeavours across all year levels

Specific Duties:

- Assist the College Captains in their leadership role
- Address College assemblies on matters relevant to the cultural life of the College
- Provide channels of communication between students and staff
- Assist the Year Level Coordinators in the organisation of cultural events
- Form their cultural subcommittee, chair meeting and assist in the organisation and running of cultural activities and events
- Represent the College at official functions when required
- Introduce the incoming Grade 7s and 8s to cultural opportunities at the College
- Foster student involvement in the cultural activities of the College
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- A standing involvement in the cultural life of the College
- Public speaking ability
- Honesty and integrity in dealing with others

COLLEGE SPIRITUAL CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Liaise between Students, Pastoral Coordinators, APRE and Campus Minister, regarding the spiritual life of The College.
- Reflect the best aspects of being a Christian student at Marymount College
- Establish and maintain channels of communication between various Year levels and student subject representatives
- Encourage involvement in the Spiritual life of the College across all Year Groups

Specific Duties:

- Assist the College Captains in their leadership role
- Organise assembly prayer and address College assemblies on matters relevant to the spiritual life of the College
- Provide channels of communication between students and APRE
- Assist the Year Level Coordinators, particularly in regard to the organisation of Liturgies and Prayer experiences
- Form their spiritual subcommittee, chair meeting and devise projects designed to the enrich the spiritual lives of the College Community
- Represent the College at official functions when required
- Foster student involvement in liturgies, rituals and prayer experiences
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- Knowledge of and commitment to the rituals and practices of the Catholic Church
- Honesty and integrity in dealing with others

COLLEGE SPORT CAPTAINS (1 Male & 1 Female)

Responsibilities:

- Liaise between Students, Head of Sport, House Captains and the various team coaches, regarding sporting matters at the College.
- Reflect the best aspects of being a Christian student at Marymount College
- Establish and maintain channels of communication between various Year levels and College staff.
- Encourage commitment to sporting pursuits and achievement across all Year levels

Specific Duties:

- Assist the College Captains in their leadership role
- Address College assemblies on matters relevant to the sporting life of the College
- Provide channels of communication between students, Head of Sport and Coaches.
- Assist the Head of Sport with organisation of District Carnivals both prior to and during the carnivals
- Work with House Captains and representatives from the College's major sporting teams to assist in the preparation and promotion of major sporting events
- Represent the College at official functions when required
- Foster student involvement in the Sporting activities of the College
- Contribute regularly to the school newsletter and write a report for the College Yearbook

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of Marymount commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- A standing involvement in the sporting life of the College
- Honesty and integrity in dealing with others

COLLEGE HOUSE CAPTAINS (4 Male & 4 Female)

Responsibilities:

- Liaise with your House group as a means of generating ideas from the general student body to enhance student participation in House/College sporting and cultural functions/activities
- Provide a forum for the whole student body, in which student concerns and problems can be discussed
- Establish and maintain channels of communication between House Captains and the College's Leadership Team
- Lead all College House assemblies

Specific Duties:

- Attend all Student Leadership meetings
- Provide channels of communication between students and staff
- Assist the Year Level Coordinators
- Represent the College at official functions when required
- Foster student involvement in the religious activities of the College
- Act as a role model within and outside of the College community
- Organising respective houses participation in Swimming, Athletics and Cross Country Carnivals.
- Encourage maximum student participation in College events
- Provide a regular update in the school's newsletter and provide an annual House report for the College Yearbook
- Promote a personal and social sense of correctness and a public speaking presence amongst the students
- Adopt an inclusive approach when liaising with staff and students
- Meet with the Principal and Year Level Coordinators early in Term 2 to discuss their development in their role as College leaders
- Meet regularly with interested students to work towards one goal for their committee each term of the year

Attitude:

- Act as role model for all other students
- Foster College spirit and pride
- Uphold the traditions of courtesy and cooperation with staff of the College
- Have a caring attitude towards the welfare of all students
- Be prepared to stand up for what is right, even at the expense of popularity
- Demonstrate conduct outside of the College commensurate with the ethos of the College

Qualities:

- Leadership
- Commitment to schoolwork and study
- Involvement in co-curricular activities
- Public speaking ability
- Honest and integrity in dealing with others

LEADERSHIP POSITIONS – ROLES AND RESPONSIBILITIES

To ensure that you present the best possible application, please go through this checklist before you hand in your application. This Checklist must be signed by the student and handed in with the application.

Good luck!

Have you:

- Clearly understood the explanation of the Student Leader selection process?
- Asked any relevant questions you may have about the process?
- Read through the Selection Criteria and know what they mean?
- Read the “Roles and Responsibilities” of the various leadership positions?
- Understood what is required by these roles and responsibilities?
- Considered the consequences (study, work, leisure) of holding a leadership position in Year 12?
- Spoken to your parents about applying for a leadership position?
- Obtained your written Support Statement from your parents?
Successful candidates will be required to attend a Leadership Conference of 2 days/1 night in Week 9 following the completion of exams in Term 4. You are required to attend the first day of school for a briefing and to commence your duties. The first of which will be to welcome the Year 7s and new students on their first day in 2017
- Written your letter of application?
- Obtained the necessary Validation Proforma?
- Included any other relevant, supporting material in your application?

Signed: _____ Date: _____