

How to structure your SRC

We share two different structures to consider for your SRC. These have been inspired by the Victorian Department of Education's past guides to SRC. Most schools use a traditional structure, but there are benefits to the second model.

Traditional structure

Members have clear roles and responsibilities. Below is an outline of key SRC positions and their duties.

All SRC members contribute to the council's success by:

- Attending all meetings
- Representing their peers and discussing relevant issues
- Organising activities for students
- Coordinating school assemblies
- Fundraising for specific causes
- Working collaboratively with teachers and others on school initiatives
- Supporting efforts to improve the physical and social environment of the school

Chairperson leads the SRC by:

- Facilitating meetings and discussions
- Ensuring all members have a voice
- Directing discussions while remaining impartial
- Summarising key points and clarifying decisions
- Managing meeting time effectively
- Communicating clearly and confidently

Secretary handles SRC documentation and communication, including:

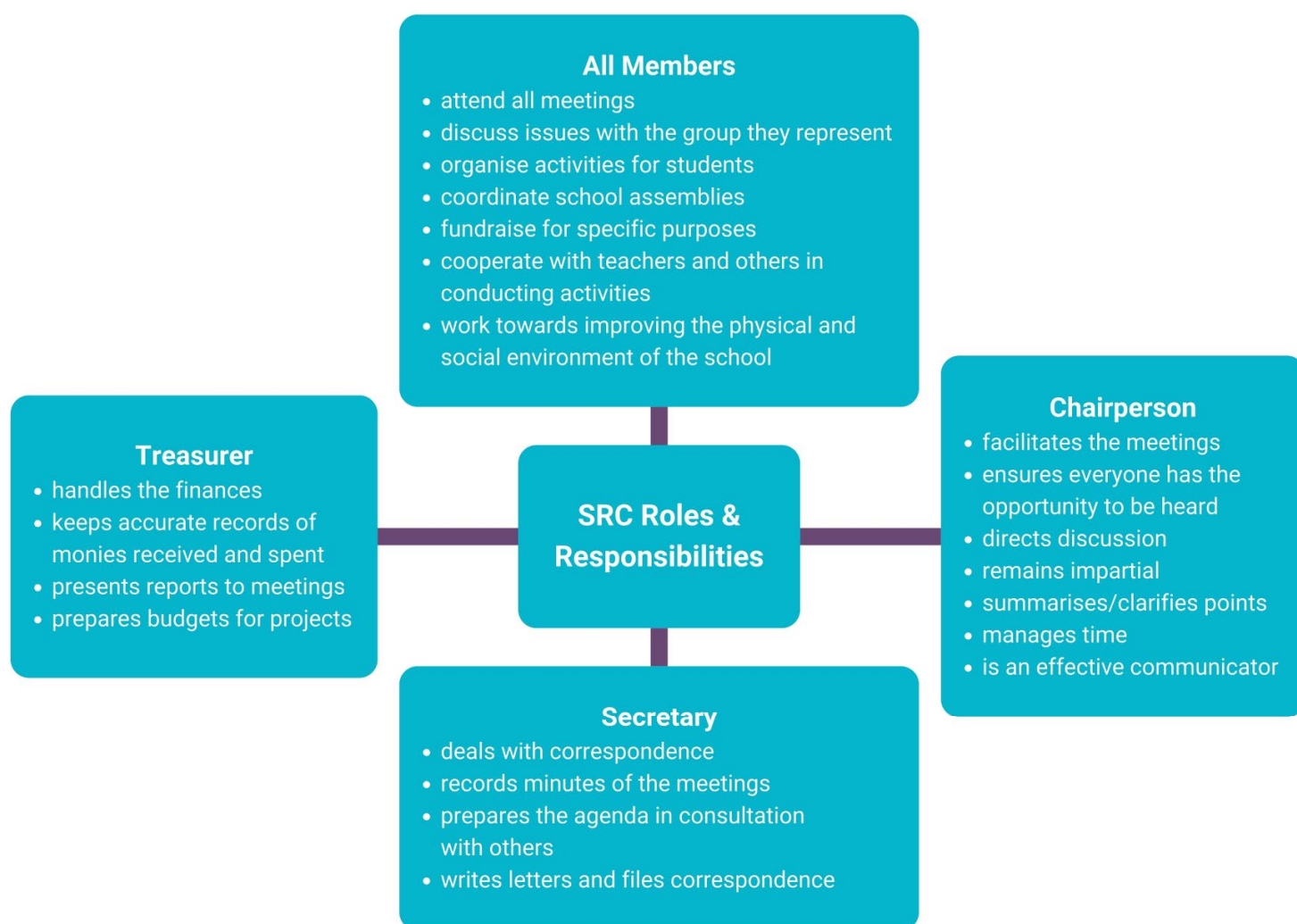
- Managing correspondence
- Recording minutes of meetings
- Preparing the agenda in consultation with others
- Writing and filing letters and reports

Treasurer manages SRC finances by:

- Keeping accurate records of money received and spent
- Presenting financial reports at meetings
- Preparing budgets for SRC projects

You can also create additional roles as needed or to support a member's interests or skills, such as a Communications Coordinator or Fundraising Officer.

Traditional structure:



Portfolio Structure (Shared Leadership)

An alternative approach offered by the Victorian Department of Education distributes leadership responsibilities across all SRC members rather than concentrating authority in a few traditional roles. This model ensures broader participation and allows students to take ownership of areas that match their interests and strengths.

How it works: Each SRC member takes primary responsibility for a specific portfolio while contributing to overall decision-making. The group operates through consensus-building and collaborative planning, with meeting facilitation rotating among members or handled by a designated Meeting Coordinator.

Example portfolios and responsibilities:

Principal Liaison

- Builds positive relationship with school leadership
- Communicates SRC priorities and student concerns to administration
- Reports back on school decisions affecting students

Wellbeing Coordinator

- Represents student voice on wellbeing committees
- Advocates for students experiencing difficulties
- Coordinates mental health awareness initiatives

Communications Coordinator

- Manages SRC media and promotional materials
- Keeps student body informed about SRC activities
- Maintains website and enews updates and notice boards

Events and Activities Coordinator

- Plans and organises student social events
- Coordinates fundraising activities
- Manages school assemblies and celebrations

Learning and Curriculum Coordinator

- Gathers student feedback on teaching and learning
- Represents students in curriculum discussions
- Supports peer tutoring or study programs

Environment and Facilities Coordinator

- Advocates for improvements to school facilities
- Coordinates sustainability initiatives
- Manages student input on physical environment changes

Meeting Coordinator

- Organises regular SRC meetings and sets agendas
- Ensures all voices are heard during discussions
- Maintains meeting records and action items

This structure works best when members collaborate closely and share accountability for the SRC's overall success while taking lead responsibility for their specific portfolio area.

Portfolio Structure (Shared Leadership):

