

Getting started (Orientation)

Election of office-bearers

Within 14 days of the SGB election, the principal is required to call a meeting so that SGB members can elect their office-bearers, i.e. a chairperson (who must be a parent), treasurer and secretary. These office-bearers and the principal form the SGB executive committee.

Orientation of School Governing Body members

It is recommended that the principal uses the election meeting to hold an orientation workshop. The purpose of this workshop is to ensure that all SGB members are informed about their roles and responsibilities.

At the orientation workshop the principal needs to make sure that the following are in place:

1. All stakeholders are represented on the SGB. The stakeholders are learners from Grades 8 to 12, parents, educators and non-educators.
2. The SGB has elected office-bearers - at least a chairperson (who must be a parent), treasurer and secretary. The office-bearers and the principal form the executive committee.

At the orientation workshop, the **principal** needs to:

1. Explain the purpose of the SGB to its members (SASA, Section 20).
2. Inform the office-bearers (executive committee) of their **individual and joint responsibilities**.

At the orientation workshop, **SGB members** need to:

1. Agree on a schedule of SGB meeting dates for the year so that members can plan accordingly.
2. Decide on the committees of the SGB and who is to serve on them. Remember, all SGB committees must be chaired by a SGB member.
3. Determine when and how these committees will report to the SGB.
4. Make arrangements for the handover of responsibilities by outgoing SGB. The election guidelines state that the Principal must manage the hand-over process.

**** (See template 10 in the guidelines relating to elections of SGBs 2021 for documents to be handed over)