



## Children's Leadership Team

### Chairperson

### Job Description

- Make sure meetings run effectively
- Meet with Miss Grassie before each meeting to set the agenda
- Sum up people's views
- Make sure everyone is prepared for meetings
- Make sure everyone understands what is going on
- Collect ideas posted from the Children's Leadership Team board
- Ensure each meeting ends with clear action points
- Feedback regarding the Children's Leadership Team in half school assemblies
- Feedback to governors
- Feedback to the Headteacher after every meeting
- Keep individual folder up to date
- Mentoring other children

The Chairperson needs to have the following qualities

- Spokesperson
- Reliable
- Honest and hardworking
- Organiser
- Communicator
- Mediator
- Good role-model to others

Signed \_\_\_\_\_ Chairperson

Date \_\_\_\_\_