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|  | Fact Sheet | Leading Regional Council | September 2015  Audience | Chairperson, deputy chairperson, all members |

This **Fact Sheet** outlines the duties of the Regional Council (the Council) chairperson. It is based on advice provided by the Victorian Public Sector Commission.

## Duties of the chairperson

The chairperson leads the Council and manages its principal relationships, especially with Department staff. The chairperson ensures compliance with the *Education and Training Reform Act 2006,* the *Public Administration Act 2004* and other legislation and obligations.

The chairperson is responsible for:

* building an effective Council with the necessary skills and capabilities
* leading members and developing them as a cohesive and effective team
* assisting member to understand their role, responsibilities and accountability, including the need to comply with their Code of Conduct
* informing members about developments in government policy, priorities and financial reporting
* setting the Council’s agenda and ensuring issues are discussed and there are no potential conflicts of interest or duty
* ensuring interactive participation by all members
* arranging adequate support for members
* welcoming new members and leading the process for their induction, which includes appointing them a mentor
* managing an annual review of the Council
* representing the Council to external parties as an official spokesperson for the Council
* establishing an effective and constructive working relationship with Department staff
* managing the performance of the Council, including outputs from its Statement of Expectations
* acting as the liaison point between the Council and Department staff
* informing the Board about significant issues and events
* in conjunction with the Department ensuring that all policies adopted by or relevant to the Council are given or made readily accessible to all members (s. 80 of the Public Administration Act)
* in conjunction with the Department ensuring that the Council is compliant with the requirements of s. 81 of the Public Administration Act, which sets out the duties of the board of a public entity.

## Chairpersons’ Forum

The chairperson of each Council and the chairperson of the Board meet four times a year at a Chairpersons’ Forum to discuss issues of mutual interest.

## Electing a chairperson and deputy chairperson to Council

Councils should have a clear, well-understood and accepted process for electing the chairperson and deputy chairperson of Council and to transition Council leadership.

Members should consider the skills of people nominating when electing a chairperson and deputy chairperson to Council. The [chairperson/deputy chairperson skills matrix](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubchairmatrix.xlsx) will assist with this task.

Further information

[Regional Council Chairperson skills matrix assessment tool](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubchairmatrix.xlsx)

Your Regional Council’s Charter

Your Regional Council’s Statement of Expectations with the ACFE Board

[Fact Sheet | Inducting and mentoring new members](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsinducting.docx)

[Fact Sheet | Code of Conduct](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubcodeconduct.docx) for Regional Council members

[Fact Sheet | Regional Council administration](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsadmin.docx)

[Fact Sheet | Membership of Regional Council](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsmembership.docx)

[Fact Sheet | Regional Council planning](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsplanning.docx)

[Fact Sheet | Consulting with stakeholders](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubconsultstake.docx)

[Fact Sheet | Regional Council annual review](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubannualreview.docx)

[Fact Sheet | Working with the Department](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsworkingDET.docx)

[Fact Sheet | Advising the ACFE Board](http://www.education.vic.gov.au/Documents/about/research/acfepublications/rchubfsadvisingboard.docx)