MISSION STATEMENT

The South Australian State Schools Administrative Officers Association is a representative body for school administrative and financial management professionals with a shared goal of excellence, efficiency and quality within Public Schools in South Australia.

AIM

Our aim is to provide an influential, collaborative and representative voice for excellence in school administration and financial management and to provide strong support and advocacy for members.

PURPOSE

- Work assertively to ensure appropriate and respectful recognition and professional status.
- Build professional capacity through learning and professional exchange.
- Promote collegiate support, strong relationships and collaborative effort.
- Advocate change and improvement in both administrative systems and the defining of roles and responsibilities in the delivery of quality services in schools.

STRATEGIC DIRECTIONS FOR 2010-2012

1. Strong relationships and powerful influence.
2. Strengthened professional capacity and recognition.
3. An effective and productive organisation.
**Strong relationships and powerful influence**

In developing this strategic direction it was recognised that education is and will continue to undergo radical reform and change. Given the strategic role our members play in the continuous improvement and realignment of public education in order to meet community need, it is important that we are responsive and positive to change and that where we see fit, we work with a futures focussed approach and present strong leadership and advocacy for quality administration and finance systems in schools.

In this priority we aim to work with DECS in designing and implementing the new finance system. This will require sustained engagement as the new program is developed and implemented and an effective system of trial, feedback and improvement. The Association has made a strong start to this work by contributing a major submission to the team developing the design brief to ensure appropriated specifications were developed and an appropriate recognition is given to the ongoing role the Association wish to play in ensuring this new resource is a leading edge product that improves the effectiveness of school administration in public sector schools.

We also aim to link assertively with other Associations to ensure that our voice is heard and our contributions are shared and endorsed by others.

**Targets for 2010-2012**

- Regular departmental liaison/exchange (2 meetings per year).
- Actively share in major policy initiatives and submissions with relevant professional groups.
- Build leadership focus into our roles as committee members.
- Work alongside the development of the new Finance package.
**Strengthen professional capacity and recognition**

The role and status of the School Administration Officer has achieved a level of recognition more reflective of the complexity and importance of the work undertaken by members. As an Association we aim to strengthen the role and place of the School Administration Officer further and embed these positions in the strategic leadership and management team of the school.

Our Association serves its members through support, learning and active advocacy for members career and professional wellbeing. Communication between members and the executive is vital to the effectiveness of this service.

We are committed to improved professional practice and capacity building and have as a priority the provision of quality professional learning activities for members.

We will also work more assertively to present our Association's work to other allied Associations in order to share our expertise and interests and to highlight the work of the Association.

A special focus within this strategic priority will be attention on work force supply and retention.

We also aim to present distinguished achievement awards for outstanding service and achievement by School Administration Officers each year and to join the other professional associations in recognising excellence in education each year.

**Targets for 2010-2012**

- Establish an annual Distinguished SAO Award structure and present awards
- Identify the Professional Development needs of SAO's and develop a plan for the ongoing professional learning of members through conferences, workshops and other media.
- Work with RTO/TAFE SA/DECS to investigate scope and feasibility for a SAO Certificate that articulates into the Australian Qualifications Framework and is accessible for all SAO's.
- Investigate the Training/Mentoring programs undertaken in other states and territories and propose a trial in SA.
- Undertake a parity study of SAO's in different locations to continue to focus on the parity of SAOs in different locations.
- Continue to be involved in school support staff supply issues.
- Maintain and utilise email communication network for all members.
- Investigate Web-based Bulletin Board.
- E-Newsletter twice per year.
An effective and productive organisation

Our Association has the challenge of ensuring all members are able to fully participate and engage productively in activities. During this planning period we aim to strengthen communication and increase involvement of members in Association activities.

We particularly aim for strengthened and more distributed leadership within the organisation in order to improve the outcomes we achieve as well as build the engagement of members and ensure strong future leadership.

As our Association grows it must also take on new ways of working to ensure maximum engagement of members and improved efficiency in its operations. That means the procedures for meetings will be streamlined to receive reports from committees and project teams, provide advice and feedback through representatives and take decisions based on efficient research and preparation prior to meetings.

In this next cycle of development we aim to ensure clear roles and responsibilities for all members of executive and committee convenors.

We will renovate the procedures and protocols for reporting and engaging in meetings to ensure time is used well.

Our Constitution requires renovation and further development prior to a formal adoption of changes at a Special Meeting.

We will be undertaking a review of our Strategic Plan each year and working on a much more outcomes focussed approach to our work as a team.

Targets:
- Restructure the committees and project teams.
- Review and update Constitution as required.
- Maintain Role Statements of committee members and leaders.
- Review Strategic Plan organised annually.
- Review meeting procedures of other Associations and restructured proceedings for efficiency of time usage.
- Strengthen and build leadership capacity to effectively represent members.
- Actively share in major policy initiatives and submissions with relevant professional groups.

Our expectation is for stronger, shared leadership at committee and member level to ensure that maximum use is made of the talented members we have and to achieve the most from our effort.
Projects, committees and representatives

The following teams or representatives will lead the activities of the association for the next planning period.

Association Committee (2010):

Anne Stewart (President)
Lorraine Omon (Vice President/Primary)
Heather Pullen
Michelle Bishop
Ibi Kanellos
Wendy Hayes
Lesley Knowles
Bronwyn Jones
Leanne Hembrow (Treasurer)
Alison Seery (Minute Secretary)
Gaye Walker
Warren Adams
Corina Fielding
Sue Ruciack
Monte Leverington (Vice President/Secondary)

2010 AGM will bring changes to Committee and thus representation on sub-committees

Association Standing Subcommittees

Awards:
(Membership to be decided)

This is a new committee that will research awards that are offered for similar associations and make a recommendation for an awards structure for the association. This committee will also ensure that the association holds presentation events and works for recognition of member achievement in other awards structures and honours lists.

Finance:
Leanne Hembrow (Convener)
Heather Guthrie
Lesley Knowles
Heather Pullen
Bron Jones

This committee will manage the SASSAOA budget, manage funds ensuring all DECS and relevant legislations are met.

Membership/Public Relations:
Warren Adams (Convener)
Sue Ruciack
Michelle Bishop
Alison Seery

This committee will oversee all matters relating to Membership and communication to meet SASSAOA Strategic Directions. Criteria and privileges for SASSAOA Life Membership will also be investigated
Professional Learning:
Ibi Kanellos (Convenor)
Lorraine Omond
Anne Stewart
Wendy Hayes
Heather Pullen
Gaye Walker
Corina Fielding

This committee will work toward meeting the Strategic Directions including professional development of members. The Management of the SASSAOA Annual Conference and two Seminar Days annually will be part of this committee. Liaison with DECS will be required and other professional groups, including SACLE and Voices of Women.

DECS Planning and Resources:
Lorraine Omond
Monte Leverington
Warren Adams
Anne Stewart

This committee will meet regularly with DECS leaders, including Human Resources, Finance and DECS Policy representatives to ensure SASSAOA Strategic Directions are met.

Association Project Teams
(These are short term committees that have a defined period of tenure and a specific purpose. They have specific outcomes to achieve and report periodically and directly to the General Committee through the President).

SFMS: This group maintains a watching brief and problem identification and communication brief where members are experiencing difficulties with the existing finance packages. (Subcommittee members – Leanne Hembrow, Lesley Knowles, Ibi Kanellos)

Archives: At present there is no safe and reliable way to conserve association records and keep them in a way that allows for a history of the association to be maintained. It is proposed that this project team is formed from current and retired members of the association. (Subcommittee members – Ibi Kanellos, Alison Seery)

Constitutional Review and Operational Efficiency group: Urgent work is required to ensure the constitution is current and reflective of the association’s role and work. There is also a need to review the associations standard operating procedures to ensure meetings are operating well and that the subcommittees are all convening and working within their brief. This group is also responsible for scheduling and organising the strategic plan review and update process at the end of March each year. In addition, urgent work is required to update Annual General Meeting elections and procedures. (Subcommittee members – Lorraine Omond, Monte Leverington, Warren Adams)

Committee Roles and Responsibilities: A short term subcommittee formed to collate, produce and distribute the roles and responsibilities of SASSAOA Management Committee and owned subcommittees. (Subcommittee members – Lorraine Omond, Monte Leverington).
Association Representation on Committees
(The Association nominates members to attend meetings and report back to it on these areas. The representatives are the main conduit between these external organisations or DECS meetings and are required to report to the general meetings on a routine basis in order that positions and recommendations can be made based on committee and member consultation. These meetings may cease once an initiative has been implemented.)

AAGSA (Australian Association of Government School Administrators):
Representatives: Monte Leverington, Lorraine Omond

Representatives on this National committee will represent the South Australian perspective of Business Managers in schools and will report back to SASSAOA on relevant interstate practices.

Information Technology – Site Reference Group - DECS
Representatives: Heather Pullen,

Representatives on this committee will represent the SASSAOA membership ensuring exchange of relevant technological information, current and future.

Workforce Reference Committee – DECS
Representatives: Anne Stewart

Representatives on this committee will contribute to future planning and development of professional development and recognition of SSOs in SA schools.