

## Position Title: Board Chair

Board members elect all office bearers at the first ordinary meeting after the AGM.

The Board Chair provides leadership to the Board and is responsible, in partnership with the Principal, for the overall operation and governance of the Board. The Board Chair gives witness to the ethos of the College and the Catholic Ethos of the Board as detailed in the Catholic School Board Constitution WA (as detailed in <http://internet.ceo.wa.edu.au/OurSchools/ParentInvolvement/Documents/Catholic%20School%20Board%20Constitution.pdf> with extract text below )

The Board Chair:

- Manages the meeting schedule of the Board in accordance with the Catholic School Board Constitution.
- Together with the Principal, sets formation priorities and activities of the Board for the year.
- Prepares meeting agenda in collaboration with the Principal.
- Chairs all ordinary and special Board Meetings.
- When chairing a meeting:
  - adopts a non-adversarial approach so as to promote the maximum potential contribution from all board members
  - introduces items without expressing a personal view, but in a manner that allows free discussion
  - provides a summary of board discussion, based on all views expressed, taking the lead as necessary towards an effective outcome.
- Sits on at least one sub-committee of the Board
- Prepares and delivers the Board Chair Report at the Board Annual General Meeting.
- Ensures that all Board administrative, finance and sub-committee procedures are properly maintained.
- Represents the College at Catholic Education events, as required, including the bi-annual College Board Chairs Conference.
- Participates in Catholic Education Office Capital Development Panel visit interviews.
- Prepares a mid-year report for the College Newsletter.
- Attends and represents the Board at formal celebrations, as invited by the College.
- Sits on the selection panel for the appointment of College Principal.
- Coordinates Board input into College Principal recruitment and performance review processes, in accordance with Catholic Education Office procedure.
- Is a signatory for the College Budget, Capital Development Applications, Audit Reports and other governance documents of the College, as required.
- Acts in the best interest of the Strategic direction of the College when conducting board business
- Upholds the College core Mercy Values during board meetings
- Maintains the utmost confidentiality of Board matters and discussions

Time Commitment: approx. 10 hours per month across the following activities:

- College Board meetings
- Sub-committee meeting
- Administrative time to review Meeting Minutes and Agendas, prepare specialised meeting papers
- Monthly meeting with College Principal
- Attendance at key College events, as invited
- Attendance at Catholic Education Office events, as invited

### *Extract from the Catholic Schools Board Constitution*

Criteria for Membership of the Board:

- (a) possession of special skills that will be an asset to the Board;
- (b) a deep interest in the welfare of all students and staff;
- (c) a desire to give service to the Catholic School Community;
- (d) a keenness to promote Catholic schooling;
- (e) an ability to work cooperatively and constructively with all other members of the Board; and
- (f) a sufficiency of time to devote to Board duties

### CATHOLIC ETHOS OF THE BOARD

- The School Board, in representing the Catholic School Community, is to actively promote and support the Catholic ethos of the School.
- The Board shall ensure that an induction ceremony and commissioning of Board members is conducted at the commencement of each school year.
- Board members are required to participate in training and information courses as provided by the CEOWA in their first year of membership.