

Position Title: Deputy Chair

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

The Deputy Chair provides support to the Board Chair and supports the overall operation and governance of the Board and acts in accordance with 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 Deputy Chair:

- Attends College Board meetings as per the published meeting schedule
- Provides support to the Board Chair, in discussing ideas and presiding over ordinary or special Board Meetings if the Chair is unavailable to attend
- 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
- Attends and represents the Board at formal celebrations, as invited by the College.
- 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. 5 hours per month across the following activities:

- College Board meetings
- Sub-committee meeting

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.