

Position Title: Treasurer

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

The Board Treasurer supports the College Business Manager in vetting of financial process, budgets and reports and oversees the financial management of the College 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 Board Treasurer:

- Attends College Board meetings as per the published meeting schedule.
- Chairs the Finance Sub-Committee with a non-adversarial approach so as to promote the maximum potential contribution from all sub-committee members.
- Liaises with other members of the Finance Sub-Committee to ensure meetings are inclusive and productive, with items introduced without expressing a personal view.
- Provides support to the College Business Manager, as required.
- Presents and speaks to the Treasurers Report at board meetings.
- Reviews and recommends the monthly Financial Statements to the Board.
- Recommends the Annual College Budget to the Board, including recommendations on school fee levels.
- Reviews and recommends the College Budget Mid-Year Review to the Board.
- Presents the Annual Treasurers Report to the College Community at the Board AGM, as detailed in the Catholic School Board Constitution WA.
- Attends Catholic Education Office finance forums and other events, as required.
- Attends and represents the Board at formal celebrations, as invited by the College.
- 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. 7 hours per month across the following activities:

- College Board meetings
- Review of Financial Statements
- Finance Sub-committee meetings

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.