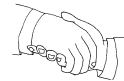




THE FRIENDS OF FRAYNE
SUPPORTING THE STUDENTS, PARENTS, TEACHERS
AND COMMUNITY OF URSULA FRAYNE CATHOLIC COLLEGE



VOLUNTEER POSITION DESCRIPTION

Position Title: Board Representative

Position Description: The Friends of Frayne nominate a person related to the school to be a member of the College Board. As a member of the School Board, the person is then bound by the Catholic School Board Constitution. The Board Representative acts as a conduit between the Friends of Frayne and the College Board.

The Board Representative:

- Firstly, acts in accordance with the Catholic School Board Constitution and, secondly, acts in accordance with the Friends of Frayne Charter.
- Attends all meetings of the Friends of Frayne Council and reports on any matters discussed at the School Board meeting which are relevant to parents or the Friends of Frayne Council, but are not of a confidential nature.
- Must seek advice from the Board Chairman or College Principal when in doubt on what matters can be reported at the Friends of Frayne Council.
- Attends all meetings of the College Board and directs the Board's attention to any appropriate matters that the Friends of Frayne Council seeks to have raised at School Board level.

Time Commitment:

- Approximately 8 hrs per month to attend meetings:
 - 1 x Board Meeting.
 - 1 x Board Sub-Committee Meeting.
- 1 x Friends of Frayne Meeting per month.
- Attendance at various other board related and Friends of Frayne related events and activities, when required.

Reporting to:

- President of Friends of Frayne for issues related to the Friends of Frayne.
- Chairperson of the College Board or the College Principal for issues relating to the College Board.

Prerequisites: As per Clause 8.1 of the Catholic School Board Constitution which states the criteria for membership of the Board shall be:

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

• Ability to compile and present a short monthly report for presentation to the College Board or Friends of Frayne Council.