

# 1 College Board Role Descriptions

## 1.1 School Board Member

### Preamble

EREA Schools provide a Catholic Education in the Edmund Rice Tradition within the wider Catholic Church. EREA School Boards embrace this mission through fidelity to the Charter and the Touchstones of Catholic Schools in the Edmund Rice Tradition.

School Boards are thus integral to the good governance of EREA Schools. School Board members are subsequently invited to be a part of the governance and decision making related to the conduct of EREA Schools.

All School Board members are required to be committed to EREA governance as articulated in The Design, and to the building of productive relationships with all groups who have responsibility for such governance.

A person appointed as a member of a School Board shall:

- be willing to participate in School Board induction activities;
- be willing to participate in ongoing School Board formation and development activities.

It is expected that School Board members possess the following attributes and undertake the particular role as defined below:

### Attributes

A School Board member would be expected to:

- demonstrate an understanding of, and commitment to, the ethos and values of a Catholic school in the Edmund Rice tradition;
- be familiar with the Charter for Catholic Schools in the Edmund Rice tradition;
- demonstrate a commitment to the vision of Edmund Rice Education Australia;
- display collegiality in relationships;
- have the capacity to work in a team;
- understand the importance of confidentiality;
- possess effective interpersonal and communication skills;
- have the ability to listen to, learn from, and respect all voices;
- demonstrate an awareness and sensitivity to justice, and to service of the poor and the marginalised;
- be a strategic thinker.

### Role

A School Board member:

- promotes the ethos and charism of Blessed Edmund Rice through the work of the School Board;
- provides advice to, and works collaboratively with, the Principal;
- commits to attending all scheduled School Board meetings;
- adheres to the principles, operating procedures and code of conduct as stated in The Design for EREA School Boards;

- reads all papers prior to scheduled meetings of the School Board;
- engages in deliberations during School Board meetings;
- provides an appropriate presence in the School community;
- advocates for the School, its history and its traditions;
- contributes to the School Board reflection and review processes;
- provides advice in the recruitment of School Board members.

## 1.2 School Board Chair

### Preamble

EREA Schools provide a Catholic Education in the Edmund Rice tradition within the wider Catholic Church. EREA School Boards embrace this mission through fidelity to the Charter and the Touchstones of Catholic Schools in the Edmund Rice tradition.

School Boards are thus integral to the good governance of EREA Schools. School Board members are subsequently invited to be a part of the governance and decision making related to the conduct of EREA Schools.

All School Board members and in particular, School Board Chairs, are required to be committed to EREA governance as articulated in The Design, and to the building of productive relationships with all groups who have responsibility for such governance.

A person appointed to the position of Chair of an EREA School Board shall:

- demonstrate an understanding of, and commitment to, the ethos and values of a Catholic school in the Edmund Rice tradition;
- be willing to participate in School Board formation;
- be willing to participate in the EREA Regional School Board Chair Network;
- be willing to participate in reflections and reviews as EREA School Board Chair.

It is expected that EREA School Board Chairs possess the following attributes and undertake the particular role as defined below:

### Attributes

A School Board Chair would be expected to:

- have an understanding of contemporary leadership pertaining to school governance in a Catholic school in the Edmund Rice tradition;
- be flexible and proactive;
- be an organised person;
- possess effective interpersonal, written and oral communication skills;
- be a strategic thinker with the ability to implement strategy;
- possess facilitation skills;
- have had experience serving on a school board.

### Role

A School Board Chair:

- provides support to the Principal by being available to act as a mentor, guide, sounding-board;
- affirms and acknowledges the achievements of the Principal;
- develops meeting agendas in partnership with the Principal
- conducts Board meetings;
- promotes the ethos and charism of Blessed Edmund Rice through decision making processes;
- acts as a spokesperson for the School Board on relevant matters;

- encourages engagement from all Board members through acknowledging the gifts and talents of members; ensuring that the views of members are valued; and, maintaining the motivation of members;
- leads the recruitment and induction of new members in partnership with the Principal and Regional Director;
- provides an appropriate presence in the School community;
- advocates for the School, its history and its traditions;
- facilitates conflict resolution;
- confirms and signs the minutes of the previous School Board meeting.

### **1.3 School Board Secretary**

The position of School Board Secretary reports to the Principal (if an employee of the School), and takes direction from the School Board Chair

Responsibilities may include:

- attends, and records the minutes, all meetings of the School Board and School Board Finance Committee;
- organises the distribution of meeting agendas and supporting materials for School Board and Finance Committee meetings;
- ensures the School Board meeting room and catering is prepared;
- in consultation with the Chair, monitors the status of School Board action items as recorded in the School Board minutes;
- maintains an archives file of School Board and Committee minutes and other Board related documents;
- ensures that analyses, reports and other materials requested by the School Board are prepared in a timely manner;
- serves as the first point of (School Board) contact for the Chair, School Board Members, Principal, and other relevant persons for requests or matters related to the School Board;
- supports the planning, preparation and organisation of School Board retreats and other formation and development activities;
- processes all School Board related correspondence;
- ensures the School Board Handbook is updated annually and acts as a reference point for The Design;
- performs other duties as requested by the Principal and Board Chair in order to support the effective and efficient functioning of the School Board.

### **1.4 Principal**

Principals of EREA schools are employed by the Executive Director. It is a key role within the organisation and requires diversity and flexibility in order to undertake the duties and responsibilities associated with the position.

The Principal is responsible for:

### **IDENTITY LEADERSHIP**

- maintaining active membership of the Catholic Church and a manner of life which gives witness to that commitment;
- providing spiritual, religious and theological leadership for the school community;
- articulating the values, vision and mission of the College and EREA;
- providing appropriate opportunities for formation programs for staff;
- integrating the Charter for Catholic Schools in the Edmund Rice tradition and its Touchstones in the life of the College;
- striving to develop a school culture of rituals and practices which reflect being a Catholic school in the Edmund Rice Tradition;
- actively promoting the rich heritage of the Christian Brothers in Australia;
- making provision for the implementation of the Religious Education requirements of the (Diocesan) Bishops;
- actively promoting support for the poor and marginalised in accord with the Strategic Direction of EREA;
- actively promoting opportunities for students to be involved in service learning programs.

### **EDUCATIONAL LEADERSHIP**

- providing leadership in the development of a school-based curriculum which promotes the holistic development of students;
- ensuring an inclusive approach to the learning needs of students of all levels of ability;
- providing regular feedback to the College Board and broader College community on educational outcomes and plans to improve academic performance;
- promoting a culture of learning and continuous improvement amongst staff through appropriate professional development;
- establishing high expectations for staff in relation to pedagogy, assessment and reporting;
- implementing a curriculum which integrates the Charter for Catholic Schools in the Edmund Rice tradition and its Touchstones in the life of the College;
- ensuring that the College complies with statutory requirements in regard to the delivery of the curriculum;
- being actively involved in appropriate Professional Associations and other outside bodies;
- involving parents as far as practicable in the educational process; and
- involving students as far as possible in all aspects of school life.

## **COMMUNITY LEADERSHIP**

- striving to nurture a sense of community;
- providing for appropriate care of staff;
- providing for exemplary standards of care of students;
- promoting and maintaining the conditions for a quality learning environment enhanced by high expectations of behaviour and positive relationships in the College community;
- providing for staff in the areas of
  - ❖ personal and professional development, including cross-cultural awareness (as required)
  - ❖ formation (induction and on-going development)
  - ❖ professional supervision
  - ❖ evaluation; and
- encouraging parents to be active members of the school community.

## **ADMINISTRATIVE LEADERSHIP**

- managing school finances in accordance with College Strategic Plan and the annual budget within EREA frameworks;
- assisting in the development, implementation and review of the College's Strategic Plan and Master Plan;
- appointing and terminating staff (exclusive of the Deputy Principal and Business Manager however so named) in accord with applicable industrial agreements;
- planning and providing, with the College Board, facilities best suited to the pastoral and learning needs of students;
- securing and maintaining College property;
- ensuring compliance with relevant WHS legislation and all EREA policies;
- Ensuring compliance with EREA's Risk Management Framework;
- admitting students in accordance with the enrolment policy of the College and the EREA Student Inclusion policy;
- keeping parents regularly informed of student progress and College events;
- seeking ways to keep the local community engaged with the College;
- working co-operatively with the College Board;
- working co-operatively with EREA both nationally and regionally; and
- working co-operatively with local Catholic Education Commissions and Offices.

### **1.5 Regional Director**

The EREA Regional Director has these responsibilities in relation to School Boards:

- to support Boards in their work in the areas of delegated responsibilities as outlined in The DESIGN;
- to work with the Principal and Board Chair on the recommendations for appointment of Board Members;

- to work with the Principal on the recommendations for appointment of Board Chair;
- to work with the National Director Identity and Liberating Education in the provision of regional Board Induction programs and formation of Boards;
- to convene regular gatherings of Board Chairs on a regional or state basis;
- to attend occasional Board meetings to provide a link to the EREA leadership structure, or at any time at the invitation of the Board.

# Expression of Interest for appointment as Board Member at St Joseph's College Geelong

## Section 1: Your details

<b>Title:</b> <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - please specify:		
<b>First Name:</b>	<b>Family Name:</b>	
<b>Street address:</b>		
<b>Suburb/Town:</b>	<b>State:</b>	<b>Postcode:</b>
<b>Postal address:</b>		
<b>Telephone: (Home)</b>	<b>Telephone: (Business)</b>	
<b>Telephone: (Mobile)</b>	<b>Fax:</b>	
<b>Email address:</b>		
<b>Occupation:</b>		
<b>Current Employer:</b>		
<b>Position held:</b>		

**Section 2: Your areas of expertise**

1. Are you associated now, or have you been associated in the past, with any Schools operated by Edmund Rice Education Australia (ERA)? If so, please specify.

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2. Have you any previous experience with Boards or Committees? If so, please specify.

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3. Describe your interests, experience and expertise.

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4. Any other relevant information?

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**Section 3: Referees** (please nominate at least 2 referees)

<b>Name of referee:</b>	
<b>Address:</b>	
<b>Relationship to nominee:</b>	
<b>Telephone:</b>	

<b>Name of referee:</b>	
<b>Address:</b>	
<b>Relationship to nominee:</b>	
<b>Telephone:</b>	

<b>Name of referee:</b>	
<b>Address:</b>	
<b>Relationship to nominee:</b>	
<b>Telephone:</b>	

#### Section 4: Certification

The undersigned:

- agree to the personal details on this form being recorded and used by Edmund Rice Education Australia to assist in the nomination process for School Board membership;
- confirm that the details provided are correct to the best of my knowledge;
- have the approval of my nominated referees to offer their names and I have no objection to them being contacted;
- confirm that to the best of my knowledge there is no impediment to my nomination for membership of a School Board.

I understand that all School Board members are required to;

- agree to adopt the School Board Members' Code of Conduct (as per *The Design for EREA School Boards*, pages 12 &13);
- agree to abide by the provisions of The Design;
- agree to checks required by law in each respective state;
- agree to participate in induction and ongoing EREA Formation activities in their new role.

#### PLEASE SIGN HERE:

Signature:

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Name in Full:

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Date:

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#### PLEASE RETURN COMPLETED FORM TO:

Mr Tony Paatsch, College Principal

St Joseph's College Geelong  
135 Aphrasia Street, Newtown, VIC, 3220

Email: principal.pa@sjc.vic.edu.au

*Thank you for your interest in membership of an EREA School Board*

# Expression of Interest for appointment as Board Chair of St Joseph's College Geelong

NAME \_\_\_\_\_

Email: \_\_\_\_\_

Phone contacts: Mobile \_\_\_\_\_ Other \_\_\_\_\_

## Current/previous association with EREA Schools

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\_\_\_\_\_  
\_\_\_\_\_

## Current Board position/s

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\_\_\_\_\_

## Previous Board position/s

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\_\_\_\_\_  
\_\_\_\_\_

## Reason for Expression of Interest

(including your reflection on leadership as it relates to School Boards – add up to 1 page attachment if desired)

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Signature \_\_\_\_\_ Date \_\_\_\_\_