

1. Chairperson / Deputy Chairperson
2. Principal
3. Board Member
4. Performance Review

1. *Chairperson / Deputy Chairperson*

The Chairperson's role and responsibilities include:

1. Ensuring the Board provides leadership to the College.
2. Establishing the Board agenda in conjunction with the Board Executive.
3. Acting as the main contact between the Board and the EO.
4. Presiding over meetings of the Board and ensuring it operates effectively and efficiently, that Board Members have the opportunity to express ideas and opinions and use the time available to undertake effective decision making.
5. Maintaining an effective on-going relationship with the EO and providing, for Board Members, a clear delineation between the governance role of the Board and the appropriate autonomy of the Principal in the school.
6. Ensuring Board minutes properly reflect Board decisions.
7. Guiding the effectiveness and development of the Board and individual Board Members.
8. Maintaining a constant liaison with the President of the Delegated Canonical Administrator as to the governance, present and future of the College.
9. Performing such other duties or functions as the Board may decide.

The Deputy Chairperson's responsibilities include:

1. Assisting the Chairperson in the performance and exercise of the responsibilities of office as requested.
2. Acting in, performing and exercising the office of Chairperson in the absence of the Chairperson.
3. To perform other duties and functions as the Board may decide.

2. *Principal*

The Principal's role and responsibilities include:

1. As Executive Officer (EO) of the Board, the Principal is responsible for the administration of the Board operation and the implementation of Board policy and decisions;
2. As chief education adviser, the Principal ensures that Board Members are kept informed of educational developments in the College and in the broader educational community, and that Board Members are aware of the resourcing needs of the College.

3. *Board Member*

A Board Member's role and responsibilities include:

1. Having a strong commitment to the Catholic ethos of the College and an interest in and commitment to Catholic education.
2. Having an understanding of the College's Mission Statement and its implementation.
3. Being prepared to give the time needed to fulfil one's duties as a Board Member, including attending Board meetings, providing Board representation on subcommittees and attending various College functions.
4. Being prepared to be involved in the professional development of the Board.
5. Being familiar with the meeting agenda and any supporting material provided prior to the meeting.
6. Providing Board solidarity by accepting the final decision and endorsing it in public.
7. Being prepared to discuss, when and where appropriate, agenda items with interested groups within the College community.
8. Being aware of the broad interests of their stakeholders, and in consultation with the EO, provide appropriate feedback to them from the Board.
9. Being respectful of the right of individuals to express their views freely at Board meetings without fear of their names being used outside the Board meeting as taking a particular view.
10. Being respectful of the role and work of the Principal and Staff of the College.

4. *Performance Review*

1. The Board shall conduct every two years an assessment of the performance and processes of the Board, its committees and the Chairperson. The method of conducting each review and the extent of the review shall be determined by the Board from time to time. The results of the assessment shall be considered by the Board and if required action plans determined to improve the effectiveness of the Board.
2. The Chairperson shall assess the performance of each individual Board Member.

Ratified: Board of Governance

Date: Nov 2006, Review September 2010

This document will be reviewed every two years.