



**AVE MARIA COLLEGE**  
A Catholic College for Young Women

# Board of Governance

## Information Kit

2015

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- The Board of Governance meets at least six times per year.
- Meeting dates for the next year are decided in November of each year.
- The meetings are held on the last Tuesday of the month at 7.30pm during the school year.
- Papers for the meeting are emailed to members approximately seven days prior to the meeting.
- *"Appointed members of the Board shall hold office for a period of two (2) years and shall be entitled to be re-nominated or reappointed subject to them remaining eligible to be members of the Board up to a limit of three (3) consecutive two (2) year terms."*

Constitution of the Board of Governance

## BOARD OF GOVERNANCE – MEMBERS CODE OF CONDUCT

The principles of the Ave Maria College Board appointments procedures are to ensure that the Board is properly represented and that the procedures are transparent.

### Principles of Appointment

- **Responsibility** – the appointment decisions will rest ultimately with the Canonical Administrator and Board members.
- **Merit** – all appointments will be based on merit and by the well-informed choice of individuals who through their abilities, experience and qualities match the needs of the Board.
- **Scrutiny** – no appointment will be made without adherence to the Board’s agreed process for election and co-option.
- **Equal Opportunities** – selection shall uphold the principles of equal opportunities.
- **Probity** – Board Members will be committed to the Key Principles listed below.
- **Openness and Transparency** – the appointment process will be as open and transparent as possible, while respecting individual confidentiality.
- **Proportionality** – the appointment procedures will reflect the nature and responsibilities of the Board position.

### The Key Principles

- **Service** – You have a duty to act in the interests of the Ave Maria College Board in accordance with its Constitution.
- **Selflessness** – You have a duty to take decisions solely in terms of the College interest. You must not act in order to address individual need or other benefits for yourself.
- **Integrity** – You must not place yourself under any obligation to any individual or organisation that might be reasonably thought to influence you in the performance of your duties.
- **Objectivity** – You must make decisions solely on merit when carrying out Board business.
- **Accountability and Stewardship** – You are accountable for your decisions and actions to the Archbishop of Melbourne, Delegated Canonical Administrators and the Ave Maria College community. You have a duty to consider issues on their merits, taking account of others and must ensure that the public body uses its resources prudently and in accordance with the law.
- **Openness** – You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.
- **Honesty** – You have a duty to act honestly.
- **Leadership** – You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the College’s trust and confidence in the integrity of the Board and its members in conducting Board business.

- **Respect** - You must respect fellow members of Board and employees of the College and the role they play, treating them with courtesy at all times.

All members of the College Board of Governance have a responsibility to be aware of and abide by the Constitution as approved by the Archbishop of Melbourne.

## ROLE DESCRIPTIONS

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. Bringing to Board meetings their professional expertise, skills and experience to enhance discussion and decision making in the best interests of the College.
7. Providing Board solidarity by accepting the final decision and endorsing it in public.
8. Being prepared to discuss, when and where appropriate, agenda items with interested groups within the College community.
9. Being aware of the broad interests of their stakeholders, and in consultation with the EO, provide appropriate feedback to them from the Board.
10. 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.
11. 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, in consultation with the Principal.

For further information, please refer to the College website [www.avemaria.vic.edu.au](http://www.avemaria.vic.edu.au) and FAQ link.