
ROLE DESCRIPTION

BOARD DIRECTOR



Number of meetings	Approx 8 per year
Appointment duration	Three years with potential for extension
Date Reviewed	April 2024

PREAMBLE

In 1957, a group of dedicated people brought St John Bosco's pastoral vision to Melbourne's rural Chadstone. Today, building developments and technological advancements communicate the College's commitment to progress, while our core pedagogical vision remains just as relevant as it was in 1957. Empowering young people to discover their own intrinsic goodness, while developing the skills and courage to express it in practical ways, is at the core of the Salesian Charism.

OUR VISION

A dynamic, joy-filled Catholic learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

OUR MISSION

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for lifelong learning. We celebrate the achievements of all within an environment of joy and optimism. As a College, we are committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College life within an atmosphere of respect for all
- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies

OUR VALUES

Integrity | Respect | Belonging | Joy | Dynamism

All leadership positions in our Catholic school in the Salesian Tradition are designed to demonstrate the value it holds for the dignity of the human person, a culture of community and a commitment to social justice and service for the common good.

Salesian College Chadstone is committed to diversity in all aspects of his mission and activities, including its Board of Directors. The Board of Directors highly values diversity and supports the election and appointment of diverse candidates to the Board. The Board believes that having directors of diverse gender, race, and ethnicity, along with varied skills, perspectives, and experiences, contributes to a balanced and effective Board, one that is well-positioned to address the changing needs of the community we serve.

The Board is committed to administering a board recruitment process that encourages and promotes the consideration of diverse candidates. Additionally, the Board acknowledges that it considers diversity, among other factors, when nominating and approving individuals for open board positions.

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SALESIAN COLLEGE IS A CHILD SAFE SCHOOL IN ACCORDANCE WITH MINISTERIAL ORDER 1359

Salesian College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 1359 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

POSITION

The Board will support the work of Salesian College Chadstone and provide mission-based leadership and strategic governance. While day-to-day operations are led by the Principal, the Board-Principal relationship is a partnership, and the appropriate involvement of the Board is both critical and expected.

The first and primary duty of the Board is to ensure that the College's objects informed by the fundamental principles embodied in the Statement of Salesian tradition and philosophy of education and the Charter for Salesian Schools, are carried out and implemented and to determine strategic objectives and direction of the College.

The Board is responsible for ensuring the College is compliant with its overarching legal obligations, in particular as it relates to corporations law, charity law, and education law.

LEADERSHIP, GOVERNANCE AND OVERSIGHT

As defined by the Board Charter, the functions of the Board include:

- Establish the broad vision and direction of the College within the College's community.
- Set goals and provide strategic direction including the College Strategic Plan and Master Plan.
- Manage and monitor risk and compliance.
- Act as an interface between the College and various members of the College's constituency, namely the parents, the staff and the students.
- Appoint the Principal and Acting Principal (when applicable) subject to the prior approval of the Members as defined by the Constitution.
- Determine policies governing the operations that are consistent with the Salesian tradition and philosophy of education and ensuring these comply with the College's legal obligations.
- Approve the annual budget and any long-term budget, and monitor financial performance against them
- Approve material expenditure outside the budget
- Approve all items of capital expenditure included in the annual budget
- Conduct a biennial review of the Board's own performance.
- Conduct an annual review of the College in meeting its objectives.
- Establish and oversee the powers and functions of Board Committees.
- Receive reports from the Principal on school operations and the Business Manager on financial performance or long term financial planning.
- Deal with governance breaches and complaints.
- Maintain a record of delegations.

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SKILLS AND APTITUDES REQUIRED

This is an extraordinary opportunity for someone who is passionate about the College's mission and who has a track record of board leadership. Selected Board directors will have achieved leadership stature in business, government, philanthropy or the not-for-profit sector. Ideal candidates will have the following skills and qualifications:

1. **Strategic** - Ability to think strategically, identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the objectives of the College and relevant policies and priorities.
2. **Corporate governance** - Knowledge and practical experience in best practice corporate governance including the fiduciary and legislative frameworks that underpin the College particularly in the education or not-for-profit context.
3. **Ability to lead the Board or Board Committee** (desirable) – Skills in chairing meetings, managing and reviewing the performance of the Board and Directors.
4. **Previous board experience** - The Board should collectively comprise directors who demonstrate competence and experience at board level and/or who have completed formal training in directorship/governance.

Per the College Board Skills and Diversity Matrix, the College seeks an appropriate balance and diversification in the following professional / industry skills and experience:

- Catholic mission and formation
- Strategic education policy, planning and delivery
- Strategic financial skills
- Risk and compliance expertise
- Commercial acumen
- Legal expertise
- Planning and infrastructure expertise
- Consumer skills / parent perspective
- Skills in strategic priority areas that may be identified from time to time

Service on the College's Board of Directors is without remuneration. Reimbursements may apply in some cases such as administrative support, travel and accommodation costs in relation to Board directors' duties,

PERSONAL ATTRIBUTES AND BEHAVIOURAL QUALITIES

All Directors are expected to possess the full set of personal attributes and behavioural qualities that are aligned to the College values and mission. These include:

- Integrity (ethics) – modelling the College values
- Effective listener/communicator/strategic questioner
- Commitment
- Influencer and negotiator
- Critical and innovative thinker
- Transformational leadership

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KEY SELECTION CRITERIA

The successful applicant will demonstrate evidence of:

1. A capacity to understand and animate Catholic identity, Salesian charism and College values in all aspects of College life.
2. A commitment to Child Safety and the welfare of young people and a strong knowledge and understanding of Child Safety legislation and responsibilities.
3. Ability to think strategically, identify and critically assess strategic opportunities and threats and develop effective strategies in the context of the objectives of the College.
4. Demonstrated professional or industry skills and experience in one or more of the following areas:
 - o Catholic mission and formation
 - o Strategic education policy, planning and delivery
 - o Strategic financial skills
 - o Risk and compliance expertise
 - o Commercial acumen
 - o Legal expertise
 - o Planning and infrastructure expertise
 - o Consumer skills / parent perspective
5. Demonstrated ability and experience to work at the Board level and/or have completed formal training in directorship/governance.

APPLICATION PROCESS

Applicants should submit:

- o A covering letter outlining why the expression of interest is being submitted.
- o Curriculum Vitae.
- o Applications addressed to Mr Daniel Nguyen, Company Secretary at dnguyen@salesian.vic.edu.au

Applications for the role must be received no later than: **4.00pm, Monday 20 May 2024.**

Any enquiries about the roles should be directed to Daniel Nguyen via dnguyen@salesian.vic.edu.au