

SECTION 6:

Following reflection on Article IV, Sections 1 to 5 and Appendix IV of this Constitution, the local Catholic school community or Catholic educational agency may use this section to design and propose its membership structure

CONSTITUTION

COMMENTARY

Membership Structure of the Our Lady of Dolours School Board

Experience has shown that the particular situation of each Catholic school community is a significant determinant of the size and composition of membership of a Catholic education Board.

The members of the Our Lady of Dolours School Board are:

At the time of establishment of the Board and approval of each Board's Constitution, Brisbane Catholic Education will consider for approval a membership structure proposed by the school community or the existing Board.

- Spiritual Leader Member; and

Wherever possible, the Spiritual Leader Member of the Board will be an ordained minister of the Catholic Church. However, the particular situation of each Board will determine the person who will occupy this position.

Where the school has a deliberate ecumenical focus, more than one Spiritual Leader may be appointed to provide a perspective of all the Christian churches involved.

- Principal Member/s; and

The principal of the school will occupy this position. In those instances where there is one Board for more than one school, the Board may propose a case for having more than one principal on the Board.

- Secondary College Administration Team Member

This member will be appointed for period of office or as determined by Brisbane Catholic Education.

- Brisbane Catholic Education member appointed by Brisbane Catholic Education [optional]; and

In normal circumstances, this position would remain vacant because the principal of the school would bring the perspective of the Brisbane Catholic Education to Board discussions. However, in some instances, particularly secondary schools, there may be an advantage in having a Brisbane Catholic Education member on the Board.

Model Constitution and Commentary for Catholic Education Boards – Article IV

SECTION 6:

CONSTITUTION

COMMENTARY

- 3 (Three) Parent Members elected in the way set out in Article VII of this Constitution; and

Normally up to four (4) parent members may be appointed to the Board. Local circumstances may suggest that this number be increased. The Board would seek approval for such an increase.

The official parent body in Queensland Catholic schools is the Parents and Friends' Association. Since communication between the Board and the parent body is vitally important, it is recommended that the nomination process for parent members of the Board from among all parent members of the school community be initiated by the Parents and Friends' Association.

In view of the above it would be important that there be at least one active member of the Parents and Friends' Association among the parent nominees. If such a person were not elected it would be desirable that the power to co-opt such a person be exercised.

- 1 (one) Teacher Member and

Normally, only one member of the teaching staff of the school will occupy this position. In those instances where there is one Board for more than one school, the Board may propose a case for having more than one Teacher Member on the Board.

The election of a teaching staff member to the Board, will proceed only when the principal is satisfied that the staff fully understands the role of Boards in the governance of Catholic schools as set out in the provisions of this Constitution.

If necessary, staff will participate in an educative program to achieve this understanding.

Should staff be unprepared for staff election, then the principal may invite a staff member to attend Board meetings until the staff is ready to elect its member.

- Zero Student Member appointed in the way set out in this Constitution; and

Where the school provides secondary education, the Board may have two elected student member.

Model Constitution and Commentary for Catholic Education Boards – Article IV

SECTION 6:

CONSTITUTION

COMMENTARY

- 1(one) Faith Community (parish) member; and

This position will always exist on a Board which serves a Parish School and/or a Parish Education Board.

The position is optional for Boards in other situations.

It is strongly recommended that the Parish Member be a member of the Parish Pastoral Council or its equivalent (where such a body exists) or, failing this, that regular reports of Board meetings be provided to the Parish Council.

Knowledge and experience of aspects of the school would need to be weighed carefully when choosing the Parish Member as would knowledge and experience of the Parish and its Pastoral Council or its equivalent.

- Up to 2 (two) Co-opted Members determined by a consensus decision of the ex-officio and elected members of the Board.

The specific reason for co-option should be recorded in the Minutes of the first meeting attended by the co-opted member particularly if the position is ongoing e.g. Financial Advisor.

Normally there will be no more than two co-opted members on a Board.

Co-opted members are not elected using the same process for the election of Parent Members but are chosen by the ex-officio and elected members and invited to take their equal place on the Board.

SECTION 7: RECOMMENDED OPTIONAL MEMBERSHIP STRUCTURE

The membership structure proposed by the school community or the existing Board will be based on a consideration of each of the Optional Membership Structures listed at Appendix IV of this Constitution.

Brisbane Catholic Education may take the view that some options listed are available only to those communities which have unique circumstances. At its discretion, it may reduce the available options to a very limited range which it believes will meet the needs of schools and parishes within its jurisdiction.

SECTION 8: OFFICE BEARERS AND DUTIES

CONSTITUTION

COMMENTARY

8.1 Chairperson / Board Leader

8.1.1

Each year the members of the Board will elect a Chairperson from the membership of the Board.

8.1.2

Ex-officio members, employees and students of the school will not be the elected Chairperson.

Provision exists for any member to take the chair if the Chairperson is unavailable for a meeting. See Article VI Meetings.

8.1.3

The Chairperson presides at all regular and special meetings of the Board.

8.1.4

A retiring Chairperson may offer for re-appointment, but a continuous term of office should not exceed 3 (three) years.

It is desirable that the term of office not exceed three years but this decision should be taken in the light of local circumstances and the need to offer the experience of this position to persons with particular contributions to make.

8.1.5

The Chairperson will prepare the Agenda for the Board meeting in consultation with the Principal

The Chairperson's main duty is to be the centre of the co-ordination and unity of the Board. He/she does this by facilitating and regulating discussion, deliberately and steadily moving the members towards consensus and decision. The Chairperson must draw out any members who are not participating and restrain those who might be dominating the discussion. A Chairperson needs to have a good knowledge of the Board's Constitution and Commentary. Meeting Agendas develop with experience. Initial Board meetings will focus mainly on in-service and information sharing, while in time, Agendas will move to policy-making and evaluation of policies.

8.2 The Secretary

8.2.1

The Secretary will be appointed annually by the Board.

8.2.2

The Secretary will cause the Minutes of all Board meetings to be recorded.

It is acceptable to have a Minutes secretary. The Minutes secretary works under the direction of the appointed Secretary of the Board but does not otherwise participate in Board deliberations. The school secretary may be the most suitable person to act as Minutes Secretary.

SECTION 8: OFFICE BEARERS AND DUTIES

CONSTITUTION

COMMENTARY

8.2.3

The Secretary will forward the Minutes of the previous meeting and the Agenda for the next meeting to members one week prior to the forthcoming meeting.

8.3 Accountant/Financial Adviser

8.3.1

The Board Financial Adviser will be appointed annually by the Board.

The Board Financial Adviser's role is essentially that of guide for the Board in financial matters which the Board is asked to consider.

This appointment would normally be from the elected membership of the Board.

8.3.2

Where a suitably qualified person is not a member of the Board, the Board Financial Adviser will be co-opted as a member of the Board.

While the best available financial expertise would be an asset to the Board, the qualifications and skills required for this position need not be considerable given that schools have access to significant financial support services from Brisbane Catholic Education.

8.3.3

The Board Financial Adviser will play a key consultative role pursuant to the provisions of Article III Section 6.9 of this Constitution particularly the preparation of the annual budget.

This involvement assumes that the preparation process begins before the conclusion of the previous school year.

In some situations, the Financial Adviser will act as the chair of the Board's Finance Committee.

8.3.4

The Board Financial Adviser will maintain an ongoing appreciation of the performance of the school budget in accordance with its stated intentions and will report to the Board at least quarterly.

The specific role and function of the Financial Adviser will be determined within the context of procedures laid down by Brisbane Catholic Education in respect of the financial management of the school.

The Board Financial Adviser's role may include regular communication with fund-raising bodies associated with the school/college/parish faith education Board, who generate income for the budget.