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## Carmel College Governance Policy 05: Chair Role Description

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### Special Character statement

*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### Outcome statement

The Board is effectively led. The Board's ability to meet its obligations and achieve its strategic goals is enhanced by the leadership and guidance provided by the Chair.

### Scoping

1. The chair is the leader of the Board and works on behalf of the Board, with the principal, on a day-to day basis.
2. The chair establishes and nurtures a positive professional working relationship with the principal.
3. The chair represents the Board of Trustees to the broader community and works in partnership with the principal to safeguard the integrity of the Board's processes.
4. The chair often represents the Board to the college and wider community and agencies such as the Ministry of Education and the Education Review Office and carries a responsibility to safeguard the integrity of the Board.
5. The chair presides over Board meetings and ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board and that decisions that are in the best interest of the college, its students and staff are reached.

### Delegations

The Board delegates management of the relationship between the Board and the principal to the chair.

### Expectations and limitations

The chair:

1. is appointed by election at the first Board meeting of the year except in a triennial trustee election year where it shall be at the first meeting of the Board\*
2. acts within Board policy and delegations at all times and not independently of the Board
3. leads the Board members and develops them as a cohesive and effective team
4. welcomes new members, ensures that disclosure of any conflicts of interest is made and the code of behaviour is understood (and signed) and leads new trustee induction
5. assists Board members' understanding of their role, responsibilities and accountability, including the need to comply with the trustee Code of Conduct

policy

6. ensures the work of the Board is completed
7. sets the Board's agenda and ensures that all Board members have the required information for informed discussion of the agenda items
8. ensures the meeting agenda content is only about those issues that, according to Board policy, clearly belong to the Board to decide
9. effectively organises and presides over Board meetings, ensuring that such meetings are conducted in accordance with the Education Act 1989, the relevant sections of the Local Government Official Information and Meetings Act 1987\* and any Board protocols and policies
10. ensures interactive participation by all Board members
11. represents the Board to external parties as an official spokesperson for the college except for those matters where this has been delegated to another person
12. is the official signatory for the Board, including for annual accounts\*
13. is responsible for promoting effective communication between the Board and wider community, including communicating appropriate Board decisions
14. establishes and maintains a productive working relationship with the principal
15. ensures the principal's performance agreement and review are completed on an annual basis
16. ensures concerns and complaints are dealt with according to the college's concerns and complaints policy and procedures
17. ensures any potential or real risk to the college or its name is communicated to the Board.

## Procedures/supporting documentation

1. Governance policies
2. NZSTA Policy Framework
3. NZSTA Trustee Handbook
4. Key legislation contained in 'Guidelines for Board Assurance Statement and Self-Audit Checklists' ERO.

## Monitoring

*Board annual self review, report and recommendations for action.*

## Legislative compliance

[Education Act 1989 Schedule 6](#)

[Local Government Official Information and Meetings Act 1987](#)

State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice - Education Act 1989

Date reviewed:	December, 2018	Next Review:	June, 2020
BOT chair signature:			