ST PATRICK'S COLLEGE
TOWNSVILLE

BOARD DIRECTOR
ROLE & RESPONSIBILITIES

CONTEXT

This statement of responsibilities pertains to Directors on the Board of St Patrick's College Townsville. St Patrick's College Townsville has the education of young women at the very heart of its mission and a focus on quality curriculum and right relationships through effective teaching and learning. The College is an incorporated entity.

A Director is appointed for a term of three (3) years and will undertake induction and training as provided by the Board and by *Mercy Partners.* A Director may be re-appointed at the discretion of the Members of the Company.

Statutory duties are set out in the Corporations Act 2001 (CA), the Australian Charities and Not-for-profits Commission (ACNC) Act 2012 and the Constitution.

Fiduciary duties require the Director always to act in good faith, with due care and diligence in the best interest of the organisation.

DUTIES & RESPONSIBILITIES

1. **Governance**
   - Comply with the rules, policies, and standing orders of the organisation;
   - Determine, review and maintain the vision, purpose and values of the organisation;
   - Consider, debate, and vote on issues before the Board on the basis of the best interests of the organisation;
   - Participate in policy development and review;
   - Support effective engagement with stakeholders;
   - Participate in board review and ongoing professional development;
   - Approve the appointment, performance evaluation and (if the circumstances necessitate) termination of the employment contract of the Principal.

2. **Strategy**
   - Define and set parameters of the organisation's Strategic Plan, and other consequential arrangements.

3. **Meetings**
   - Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence;
   - Come well prepared for the meeting;
   - Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate;
   - Maintain appropriate confidentiality.

4. **Finance & Risk**
   - Serve on board committees and undertake other duties as required;
   - Monitor the organisation's systems for financial control and risk management;
   - Approve the annual budget and business plan;

- Approve expenditure over pre-specified limits not already in the budget;
- Recommend appointment of auditor to *Mercy Partners* and approve the audit report.

5. **Legal & Ethical**
   - Support board decisions in every context whether in personal agreement of not;
   - Declare any conflict of interest in accordance with the policy: *Conflict of Interest;*
   - Avoid making any improper use of position in the organisation, or of any information acquired by virtue of position, so as to gain any material advantage for self, or for any other person, or to the detriment of the organisation;
   - Inform the board immediately when a direct or indirect material personal interest arises in any contract with the organisation, and abstain from voting on the issue;
   - At all times conduct Board business politely and with consideration for others, without ill feeling, improper bias, or personal animus.

6. **Promoting an Fostering Stakeholder Relationships**
   - Promote the organisation in the community as opportunities arise;
   - Represent the College/Board at appropriate events, meetings or functions;
   - Foster Stakeholder relationships.