

# *Board Policy for Official Board Positions*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



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## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

|                           |  |
|---------------------------|--|
| <b>TITLE:</b>             | Board Policy for Official Board Positions                      |
| <b>AUTHORS:</b>           | James Bligh  |
| <b>ACKNOWLEDGEMENTS:</b>  |  |
| <b>PURPOSE:</b>           | To provide policy and direction for all the College Community. |
| <b>RELATED DOCUMENTS:</b> |  |

## KEY DATES

|                               |            |
|-------------------------------|------------|
| <b>ISSUE DATE:</b>            | April 2011 |
| <b>REVIEWED AND APPROVED:</b> | July 2020  |
| <b>SCHEDULED REVIEW DATE:</b> | July 2021  |



## 1. OBJECTIVE

To define the official positions and roles assumed by members of the Board.

Note that this policy outlines the roles and responsibilities of the official board positions but not the current incumbents.

## 2. GENERAL CRITERIA FOR ALL BOARD MEMBERS

- Must be of sufficient good character to satisfy the minimum probity requirement of the Victorian Registrations & Qualifications Authority.
- Must hold (or have made a valid application for) a current 'Working with Children Check'.
- Must not be an undischarged bankrupt.
- Must not have been disqualified from being a director of an Australian company.
- Must disclose to the Board all prior criminal convictions and current criminal proceedings, except as exempted by law.

## 3. CHAIRMAN

- The Board Chairman role is defined by the Constitution.
- The role of the Chairman shall be to conduct the business of any Board meetings convened and to preside at any General Meetings of the Company.
- As outlined in the Constitution, the Chairman shall have a deliberative vote as any other Board member as well as an additional casting vote if the outcome of a vote results in a tie.

## 4. VICE-CHAIRMAN

- The Board Vice-Chairman role is defined by the Constitution.
- The Vice-Chairman will act in the role of the Chairman at any Board meetings or Company General Meetings where the Chairman is not able to attend.

## 5. BOARD SECRETARY

- The Board Secretary role is defined by the Constitution.
- The Secretary is responsible for:
  - Convening all meetings of the Board and General Meetings of the Company.
  - Ensuring meeting Agendas are documented and distributed ahead of time.
  - Recording of minutes of all Board meetings and General Meetings of the Company.
  - Management of procedures and policies set by the Board.

## 6. COMPANY SECRETARY

- The Company Secretary is a legally defined role outlined by the Corporations law.
- The Company Secretary is responsible for ensuring all legal reporting and documentary obligations of the Board are met.
- This role may be held in conjunction with any other official role.



## 7. CORRESPONDENCE SECRETARY

- Correspondence Secretary is an optional role responsible for the management of Board correspondence.
- This role may be held in conjunction with any other official role.
- The Correspondence Secretary is responsible for:
  - Receiving, collating, recording and distributing all correspondence to the Board.
  - Responding to correspondence as directed by the Board.
- Note that correspondence from all sources, even direct mail to other members that indicates it is for the full Board, should be directed to the Correspondence Secretary.