



## St Patrick's School Board of Trustees Chair Role Description Policy

The chair of St Patrick's School safeguards the integrity of the board's processes and represents the board of trustees to the broader community. The Chair has a key role in promoting the Catholicity and particular charism of the school.

The chair ensures that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a board decision reached. The board's ability to meet its obligations and the plans and targets it has set are enhanced by the leadership and guidance provided by the chair.

### **The Chair:**

1. Is elected 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. Welcomes new members, ensures that the conflict of interest disclosure is made and the code of behaviour is understood and signed, and leads new trustee induction.
3. Assists board members' understanding of their role, responsibilities and accountability including the need to comply with the Trustees' Code of Conduct policy.
4. Will create and maintain an environment of unity, common purpose and harmony within the Board of Trustees.
5. Leads the board members and develops them as a cohesive and effective team.
6. Ensures the work of the board is completed.
7. Ensures they act within board policy and delegations at all times and do not act independently of the board.
8. Sets the board's agenda in consultation with the Principal, and ensures that all board members have the required information for informed discussion of the agenda items.
9. Ensures the meeting agenda content is only about those issues which according to board policy clearly belong to the board to decide.
10. 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 relevant board policies\*.
11. Ensures interactive participation by all board members.
12. Represents the board to external parties as an official spokesperson for the school except for those matters where this has been delegated to another person/s and is the official signatory for the annual accounts.
13. Is responsible for promoting effective communication between the board and wider community including communicating appropriate board decisions.
14. Will ensure that when speaking on behalf of the board, the Catholic dimension of the school is reflected.
15. Establishes and maintains a productive working relationship with the principal.
16. Ensures the principal's performance agreement and review are completed on an annual basis.
17. Ensures concerns and complaints are dealt with according to the school's concerns and complaints procedures.
18. Ensures any potential or real risk to the school or its name is communicated to the board. This includes any concern or complaint.
19. Will develop a personal understanding of
  - the significance of Catholicity within Catholic schooling
  - the nature of the school's Religious Education and evangelising functions.
20. Will attend and promote professional development for Board members, including Catholic Character.

Approved by Board on the 7th day of December 2016