



CATHOLIC LADIES' COLLEGE LTD

Information for Prospective Directors

1. Governance

The College is conducted by Mary Aikenhead Ministries (MAM) which was established as an incorporated entity in 2009 to continue the various ministries of the Sisters of Charity of Australia. The College is incorporated as a company and has legal existence in its own right. The sole Member of the company is Mary Aikenhead Education (MAE) Ltd. The governance of the College is vested in the Board of Directors. (For further information please refer to the Constitution of Catholic Ladies' College Limited, revised 2013).

2. Mary Aikenhead Ministries Values

The four values endorsed by Mary Aikenhead Ministries are:

- Love
- Hope
- Justice
- Compassion

Each of these values is an invitation to each Director to continue to attend to ways in which these values can be recognised and nurtured in themselves and in the context of Catholic Ladies' College.

3. Responsibilities of the College Board

The key areas of responsibility can be broadly categorised as:

Mission and Values: The Board must ensure that the MAM vision, mission and spirit and the tradition of the Sisters of Charity are promoted and upheld in the education of young women and in all college activities.

Catholic Identity: The Board must affirm, support and promote the Catholic identity of the College and ensure that the religious and general education of its young women is grounded in Gospel values and the traditions of the Catholic Church.

Governance and Stewardship: The Board must ensure the good governance of the College, including meeting its legal and financial requirements and exercising stewardship of college resources.

Board Performance: The Board must display due care in the performance of Board work.

4. Director Formation

In acknowledgement and support of the principle that the formation of Directors in the charism, mission and philosophy of Mary Aikenhead Ministries and the heritage of the Sisters of Charity is of fundamental importance, the Board pursues the following practices:

- Each meeting of the Board commences with a reflection as a reminder to members of the real purpose of life and how the Catholic faith must underpin commitment to Catholic education and the work of the Directors.
- Where possible, members of the Board attend the MAM and MAEA seminars and conferences. These provide opportunities for further development in faith and foster connections beyond the College.
- Where possible, suitable guest speakers are invited to attend Board meetings and to address the members on topics relevant to Director formation and the roles and responsibilities of Directors.

clc.vic.edu.au

19 Diamond St, Eltham
Victoria 3095, Australia
03 9439 4077

ABN 44 058 164 891

Under the Stewardship of
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



5. Appointment of Directors

Directors are appointed by the Directors of Mary Aikenhead Education Ltd for terms not exceeding three years. Directors are eligible for re-appointment but are required to retire from the Board after nine consecutive years, unless re-appointed on an annual basis thereafter. Incoming Directors are provided with relevant induction and documentation.

6. Operation of the Board

- Meetings of the Board take place at the College, 19 Diamond Street, Eltham.
- Meetings are normally held 8 times per year.
- Meetings commence at 7:00 pm and normally conclude by 9:00 pm. They are held on the third or fourth Tuesday of relevant months, depending on the timing of school holidays. The meeting schedule for the year is confirmed in October or November of the previous year.
- The Board Chair is appointed by the Board of MAEL.
- The College Principal is the Chief Executive Officer and is appointed by the College Board.
- The College Business Manager is the Company Secretary and the Principal's PA is the minutes secretary.
- The Board may have between 6 and 12 Directors. Currently there are 9 Directors. One half of the members constitute a quorum.
- Most matters for determination by the Board are decided by a simple majority vote.
- Officers of the Board are indemnified out of the property of the company.
- Absence from three successive Board meetings without consent may result in the office of the Director becoming vacant.

7. Board Committees

The Board may delegate its powers to committees. Directors are encouraged to participate in the work of at least one of the committees. Currently there are three standing committees of the Board:

- Governance and Formation Committee
- Finance, Audit and Risk Management Committee
- Facilities Development Committee

8. Further information

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| Vision | To inspire young women to realise their personal excellence and confidently shape their future. |
| Purpose | We create opportunities for young women to achieve and champion justice in the global community. |
| Tradition and Stewardship | <p>Our founding Sisters were forward thinkers, who advocated comprehensive education and new possibilities for young women.</p> <p>The Sisters of Charity founded Catholic Ladies' College in East Melbourne in 1902 and moved the school to its present eight-hectare, tree lined setting in Eltham in 1971.</p> |

Further information about the College can be accessed on our website:

www.clc.vic.edu.au

Further information about Mary Aikenhead Ministries can be accessed at:

www.maryaikenheadministries.com.au

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How to apply

If you are interested in serving on the Catholic Ladies' College Board as a Board Director, you are invited to write to the Board Chair, c/- Mrs Debbie Brock, Acting Principal, Catholic Ladies' College (principal@clc.vic.edu.au). Please include:

- a brief CV
- two referee contacts
- any other supporting documentation you may wish to provide

Should you have any queries, please telephone Mrs Vicky Rigas at the College on 03 9439 4077.

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