

COLLEGE BOARD

EXPRESSIONS OF INTEREST – APPOINTED MEMBER

Caloundra Christian College is seeking suitably qualified people for appointment as Board Directors.

Caloundra Christian College is a Pre-Kindy – Year 12 education facility whose vision is:

To be the Sunshine Coast's leading provider of quality Christian education where staff and students flourish.

The College Board is responsible for the College's strategic direction, roles, functions and duties as outlined in the College Board Job Description and Director's Profile.

The Board is seeking people with knowledge of the NFP Education sector who possess skills and knowledge in a range of areas:

- business and entrepreneurial;
- finance and accounting;
- marketing;
- legal;
- strategic planning;
- building and project management.

This person is also required to demonstrate characteristics consistent with the teachings of scripture which include:

- Faithful service in the body of Christ
- Spiritual maturity
- Being a person of good reputation
- A person who trustworthy, respectful and sincere.
- Be actively involved in a local church

Appointments are made on an annual basis. An appointed member may be reappointed subject to the endorsement of Caloundra CityLife Baptist Church.

Please complete the Expression of Interest Form and provide the relevant information and documentation requested on the attached form.

Yours sincerely

Mr Brad Jones
Board Chairman

EXPRESSION OF INTEREST FORM

APPLICATION DETAILS:

Please attach your resume and include any background information about yourself relevant to your expression of interest and skills that you would bring to this role. Additionally, tell us how you would contribute to the College achieving its vision.

Please provide contact details of three referees which include one pastoral and two professional. Your application should be marked 'PRIVATE AND CONFIDENTIAL' and sent to:

Mr Brad Jones
Board Chair
Caloundra Christian College
7 Gregson Place
Caloundra Qld 4551

Alternatively, email your application to: ea@calcc.qld.edu.au.

PERSONAL DETAILS

FIRST NAME: _____

SURNAME: _____

EMAIL: _____

CONTACT NUMBERS: _____

SECTOR EXPERIENCE AND SKILLS

- | | |
|--|---|
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Business and Entrepreneurial |
| <input type="checkbox"/> Finance and Accounting | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Education |
| <input type="checkbox"/> Building and Project Management | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Other (Please state) _____ | |

REFEREES

Pastoral Referee: _____ Contact phone: _____

Professional Referee: _____ Contact phone: _____

Professional Referee: _____ Contact phone: _____

Applicant Signature: _____ Date: _____

PRIVACY STATEMENT

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for Board Director.

The College's Privacy Policy (located on the College website) contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We are required to collect information regarding your suitability to work with children under Queensland Child Protection Law. We may also collect personal information about you in accordance with these laws.

If you provide us with the personal information of others, we encourage you to inform them: that you are disclosing that information to the College, and why; that they can access that information if they wish; and, that the College does not usually disclose the information to third parties.

BOARD JOB DESCRIPTION

THE BOARD'S ROLE

The Board's primary task is to seek Godly wisdom and to act on behalf of those served by the College:

1. Clearly articulate the vision and goals of the College.
2. Establish policies aimed at achieving the vision and goals.
3. Appoint a Principal who is equipped to provide leadership in achieving the College's visions and goals.
4. Govern by policy determination, establishing executive policies and limitations for execution by the Principal according to the Carver Board Governance model.
5. Ensure that in achieving the vision and goals the Principal is provided resources which are adequate and appropriate.
6. Ensure the accountability of the Principal, and itself (the Board).

RESPONSIBILITIES OF THE BOARD

In order to fulfil its role, the Board will:

1. Seek Godly wisdom for the College and its vision in the community.
2. Maintain an active interest in matters impacting on Christian schooling, especially as they affect the ability of the School to fulfil its vision and goals.
3. Bring relevant knowledge and prayerful consideration to all matters.
4. Act at all times in accordance with Australian law, and the Constitution of the company.
5. Enable the Principal to be the operational executive of the College, being regarded (for the purposes of corporate governance) as the only employee of the Board.
6. Establish policies which govern the relationship between itself, as the Board, and the Principal.
7. Ensure the work of the College is adequately resourced and, through the Principal, that these resources are managed effectively.
8. Establish policies and limitations policies for the financial operations of the Company.
9. Approve and monitor the budget prepared by the Business Manager.
10. Establish Board Committees to ensure effective planning and assist in providing advice to the Board and Principal.
11. Receive reports from the Principal about College operations and the affairs of the Company.
12. Ensure the highest standards of ethical behaviour and corporate accountability.
13. Demonstrate leadership in the community of the College and the wider community.
14. Promote and support the work of the College amongst parents and the wider community.
15. Act as a sounding board for matters, normally for management decision, on which the Principal seeks the advice and wisdom of Board members.
16. All other matters for which the Board is responsible under the Constitution.

Director's Profile

Board members are expected to act ethically at all times. This means that you will:

1. Comply with all State and Federal laws and constitution of the Board.
2. Act fairly and in good faith in all your dealings, including those with members of the school community.
3. Act without bias.
4. Treat others with proper regard to their rights and obligations.
5. Act responsibly in performing your role as a director.
6. Declare all conflicts of interest and ensure where personal and board duties are in conflict you act in the best interest of the College.
7. Exercise proper diligence, care and attention by reading board papers, attending meetings and paying due attention to board matters.
8. Ensure resources are not wasted, abused or used improperly.

DESIRABLE ATTRIBUTES OF BOARD MEMBERS:

1. Always acting in the company's best interests.
2. Keeping the ideals of the College clearly in mind, rather than personal agendas.
3. Being prepared to ask questions and to work towards genuine unity.
4. Ability to clearly distinguish between 'governance' and 'operational' matters and avoid involvement in the latter.
5. Association with the whole Board and its decisions rather than with a minority viewpoint.
6. Full involvement in broad growth activities, such as weekend retreats and board training.
7. Communicating about the College in a positive manner while keeping confidential matters confidential.
8. Listening to complainants and directing them to the proper channels, while not sympathising with the complainant.
9. Wholeheartedly supporting the Principal.
10. Gaining comprehensive knowledge of the College, including its history, educational philosophy, future direction, staffing structure, major programs and so on.
11. Recognising that the heart of our College is towards our students, and their learning; the good of the College takes precedence over the good of an individual student.
12. Acting as a whole and not communicating as an individual about board matters without approval of the Board.
13. Faithfully serving within the body of Christ.
14. Possessing Spiritual maturity
15. Capacity to undertake the role of a Board Member within the College.
16. Being a person of good repute, trustworthy, respectful and sincere.
17. Actively involved in a local church.