



WHITEFRIARS CATHOLIC COLLEGE FOR BOYS

November 2022

Under the stewardship of the Carmelite Province of Australia and Timor
Leste

Organisation Name: Whitefriars College Limited

Whitefriars College Limited is a Catholic secondary boys' school located in Donvale under the stewardship of the Carmelite Provincial and conducted in the Carmelite tradition of Contemplation, Community and Service.

Whitefriars College Limited is incorporated as a company and as such has a legal existence in its own right. The College functions according to its own Constitution and the Corporations Act.

Whitefriars College Board

Expression of Interest

The College is seeking expression of interest from suitably qualified people to support the work of the Board in its governance functions. The College is looking for individuals who will be available to share their experience and expertise at an exciting time in the College's future development. Please refer to the Board Director Position Description for information on the role of a Board Director. All Board roles are pro-bono roles.

If you are interested in serving on the Whitefriars College Limited as a Board Director or Board Committee member, I invite you to complete the Expression of Interest Form and email it together with a CV to the Board Chair, C/ the Whitefriars College Board Secretary - avetrano@whitefriars.vic.edu.au

Board Committees Include:

- Finance
- Strategic Risk
- Mission and Development

If you believe you have the requisite skill set, you are invited to express your interest by 16 December 2022.

Whitefriars College is committed to promoting the safety, wellbeing, and inclusion of all children. Whitefriars College would like to acknowledge the Wurundjeri People, the Traditional Custodians of the land on which our College resides. We pay respect to Wurundjeri Elders past and present as well as future generations

Belong. Believe. Become.

WHITEFRIARS COLLEGE INC.

ABN 35 808 045 134 | REG A0029974Y | CRICOS 01680G

156 Park Road Donvale, Victoria 3111 Australia Telephone +613 9872 8200

Email info@whitefriars.vic.edu.au www.whitefriars.vic.edu.au



WHITEFRIARS

CATHOLIC COLLEGE FOR BOYS

Board Director Role Description

1. Governance

Whitefriars College Limited is a Catholic secondary boys' school located in Donvale and conducted in the Carmelite tradition of Contemplation, Community and Service.

Whitefriars College is incorporated as a company and as such has a legal existence in its own right. The College functions according to its own Constitution and the corporations' law. The governance of the College is vested in the Board of Directors and the Company Members.

2. Purpose of the College

The purposes of the College are to conduct a Catholic secondary boys' College in accordance with the Australian Carmelite of Australia and Timor-Leste vision, delineated in the Statement of Vision for Whitefriars College, the Constitutions of the Order of Brothers of the Blessed Virgin Mary of Mount Carmel, the requirements of Canon Law, the policies of the Catholic Education Commission of Victoria and the directives and approval of the Archbishop of the Roman Catholic Archdiocese of Melbourne.

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 Carmelite vision, mission and spirit and the tradition of the Brothers of the Blessed Virgin Mary of Mount Carmel are promoted and upheld in the education of young men 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 men 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, compliance, risk and financial requirements and exercising stewardship of college resources.

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

In addition, each Director is a collaborator in the College educational mission. Directors contribute their expertise, experience and creativity in order to sustain and continually renew the life of the College, and as such will have their own individual roles and responsibilities.

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4. Responsibilities

<p>Mission and Vision The Board will:</p>	<ul style="list-style-type: none"> • Ensure that the vision, mission statement and strategic plan of the College animate the mission of Catholic education and the vision, mission and values of the Carmelites • Ensure that, the spirit and tradition of the Carmelites is carried forward. Engage in ongoing formation and professional learning that facilitate a contemporary and distinctive understanding of the charism of the Carmelites and their mission and vision
<p>Catholic Identity The Board will:</p>	<ul style="list-style-type: none"> • Ensure the College's continuing commitment to exemplary Catholic education grounded in Gospel values and the traditions of the Catholic Church • Attend and engage in forums and professional learning experiences about issues, policy developments, changes and challenges in education (public and private, state and national), particularly those matters that have direct bearing on the religious and general education of young men.
<p>Governance and Stewardship The Board will:</p>	<ul style="list-style-type: none"> • Plan the College's future and co-create and monitor its strategic directions in collaboration with the College Leadership • Establish and seek Company Member approval of the College annual budget, ensuring that it serves and resources the College's educational needs and strategic directions • Approve the College's enrolment and fees policies and ensure that each is responsive to students and families in the school and local community in need of assistance • Ensure the maintenance and development of the grounds on which the College is situated to benefit the environment of Whitefriars College • Approve and monitor the implementation of the College's master plan • Understand and fulfil its legal and financial responsibilities, in particular, maintaining oversight of the College budget; obtaining annual audits of the college's finances; and submitting Annual Financial Statements to ACNC (incorporating the auditor's and Company reports) • Oversee and monitor the assessment, management and control of risk, and ensure that credible measures are in place that mitigate risk to students, staff, community members, the charism, finances and reputation of the College. • Be responsible for supporting the safety of children in accordance with Ministerial Order 1359, including responsibility for the College's Child Safety Policies, Codes of Conduct and risk management. • Support and provide counsel to the Principal and members of the College Leadership Team • Oversee procedures associated with the appointment or re-appointment of the College Principal and make recommendations to the Company Members on this matter • In collaboration with the Company Members, oversee the delegations of authority to the Principal and College staff as appropriate • In collaboration with the Provincial, oversee the formative and summative review processes for the College Principal and potential re-appointment, as appropriate

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	<ul style="list-style-type: none"> • Ensure succession planning for the Board and oversee the induction/orientation of new Board Directors In collaboration with the Company Members • Attend and engage in forums and professional learning experiences that advance and strengthen understanding of College Board governance and stewardship responsibilities.
Board Performance The Board will:	<ul style="list-style-type: none"> • Maintain confidentiality in relation to Board issues and decisions • Understand the role of Board Directors as distinct from the role of management • Act and speak collectively as a group • Authorise the Chair to have a particular leadership role within the Board • Encourage and support College events and be a presence in the College community • Oversee and approve the College Masterplan, and associated capital works • Oversee the marketing of the College and community development • Uphold the College Constitution of Whitefriars College Ltd • Review and evaluate its own operations and its contribution to the achievement of the College’s mission, vision and strategic direction.
Individual Director Roles and Responsibilities A Director:	<ul style="list-style-type: none"> • Builds working relationships based on mutual respect amongst Board members, the Principal, the Company Secretary, the Leadership Team and the College community • Is conversant with the Constitution and Board and College Policies, following the requirements outlined in these documents • Reflects on and celebrates the identity and achievements of the Board and the College on a regular basis • Participates in evaluation of the Board’s achievements and overall performance.
Background and Qualifications	<ul style="list-style-type: none"> • A person of good standing • Committed to the education ministry of the Catholic Church, particularly as it pertains to the education of young men • Willing and able to support and promote the Vision, Mission and Values of Whitefriars College Ltd and of The Carmelite Order • Hold a current Working with Children Check or equivalent while serving as a Board Director • Have or obtain a Director ID Number.
Conditions	<p>Tenure: Three-year appointments with the option for a second three-year appointment</p> <p>Remuneration: All Board roles are pro-bono roles</p> <p>Appointment: The Company members are responsible for the appointment of Board Directors</p>

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Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety and of appropriate behaviours when engaging with children • Familiarity with legal obligations relating to child safety • Be a suitable person to engage in child-related work
Risk and Occupational Health and Safety	<p>Board Directors will:</p> <ul style="list-style-type: none"> • Act at all times in compliance with legislated health and safety practices. • Contribute proactively to discussions and decisions relating to the identification, mitigation and/or elimination of risk, and ensure compliance with appropriate legislative, statutory and CEVN accountabilities.

How to apply

If you are interested in serving on the Whitefriars College Board as a Board Director, you are invited to write to the Board Chair, c/- Whitefriars College Board Secretary principal@whitefriars.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 Mr Mark Murphy at the College on 03 98728211

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Expression of Interest for Nomination as a Board Director or as a Member of a Board Sub-Committee



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Section 1: Your details

Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - please specify:		
First Name:	Family Name:	
Street address:		
Suburb/Town:	State:	Postcode:
Postal address:		
Telephone: (Mobile)	Telephone: (Business)	
Director ID Number (if available):	WWCC:	
Email address:		
Religion:		
Occupation:		
Current Employer:		
Position held:		

Please indicate, in order of preference, the College Board or Sub-Committee on which you would be willing to serve.

- | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Whitefriars College Board
(Melbourne Archdiocese) | <input type="checkbox"/> Finance Committee

<input type="checkbox"/> Risk Committee

<input type="checkbox"/> Mission and Development Committee |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

Section 2: Your areas of experience and expertise

1. Are you currently associated, or have you been associated in the past with Catholic or Carmelite schools/ministries? Please specify.

2. Have you had any previous experience with incorporated boards or board committees?

3. Have you any previous experience with Ministerial Public Juridic Persons?

4. What areas of expertise would you bring to the Board or a Board Committee?

5. Please list your academic qualifications

6. Have you ever been convicted of an indictable offence?

7. Have you ever been disqualified from acting as a Director?

Section 3: Referees (please nominate at least 2 referees)

Name of referee:	
Address:	
Relationship to nominee:	
Telephone:	

Name of referee:	
Address:	
Relationship to nominee:	
Telephone:	

Name of referee:	
Address:	
Relationship to nominee:	
Telephone:	

Name of referee:	
Address:	
Relationship to nominee:	
Telephone:	

Section 4: Certification

I, the undersigned, certify that:

- I agree to the personal details on this form being recorded and used by Whitefriars College Ltd
- I confirm that the details provided are correct to the best of my knowledge
- I have the approval of my nominated referees to offer their names and I have no objection to them being contacted
- I confirm that to the best of my knowledge there is no impediment to my nomination as a Director on the Board of a College which is incorporated as a Company Limited by Guarantee under the Corporations Act
- I confirm that I am willing to undergo a *Working with Children Check* should I be selected for appointment as a Director or Board Committee Member.

PLEASE SIGN HERE:

Signature:

Name in Full:

Date: