



Chair | Diocesan School Council

Position Description

Objective

The Council Chair provides leadership to the Diocesan Schools Council and is responsible, with the assistance of the Director of Schools, for the effective operation and governance of the Council in order to advise the Bishop about matters pertaining to the Church's mission of Catholic Schools in the Diocese of Wollongong. The Council Chair gives witness to the ethos of Catholic Education Diocese of Wollongong (CEDoW) in being Bearers of Christ's Love. The Council Chair is an independent, non-executive member¹ of the Council.

Principal Responsibilities

The following are the principal responsibilities of the Council Chair:

- facilitating the effective functioning of the Council including managing the conduct and length of Council meetings
- facilitating proper information flow to the Council;
- communicating the views of the Council, in conjunction with the Director, to the Bishop and College of Consultors
- In conjunction with the Director and Assistant Director Governance, Assurance & Risk and other relevant CEDoW executive
 - setting the agenda for the matters to be considered by the Council
 - seeking to ensure that the information provided to the Council is relevant, accurate, timely and sufficient to keep the Council appropriately informed of the performance, finances, affairs, opportunities, risks and challenges of CEDoW, and of any developments that may have a material impact on it
 - Seeking to ensure that communications between the Bishop and College of Consultors are accurate and relevant
- facilitating open and constructive communications amongst Council members and encouraging their contribution to Council deliberations;
- overseeing and facilitating Council, committee, Council member (if required) and Director evaluation reviews and succession planning;
- liaising and interfacing with the Director as the primary contact between the Council and management; and
- liaising with and counselling, as appropriate, Council members.

¹ are not a part of the executive team or involved in the day to day running of CEDoW and value to a business by bringing an independent and objective view.

Qualities, experience and skills

The following qualities, experience and skills are ideally required to fulfil the role as chair

Personal Qualities

- **Faith** | A strong personal commitment to the mission of Catholic Schools and the teachings and practices of the Catholic Church
- **Collaborative leadership** | the ability to inspire the individual contribution and participation of each Council member and senior executive to fully utilise their collective expertise to support the mission, strategies and policies of CEDoW
- **Integrity** | an understanding of a Council members fiduciary duties and responsibilities, acting ethically, having appropriate independence, putting the Catholic Education's interests before personal interests
- **Effective communication** | the ability to engage and effectively communicate with all stakeholders
- **Emotional intelligence** | as well as self-awareness and self-management, the chair needs to be able to motivate and be able to empathetically manage situations where strong emotions may be present
- **Commercial astuteness** | demonstrates good business instinct and acumen
- **Time** | Ability to commit time to conduct the role well

Experience

- Experience of operating at a senior strategic leadership level within an organisation and preferably in an education setting
- Successful track record of achievement through their career
- Experience of not for profit / for purpose governance and sitting on advisory Councils or boards
- Experience of chairing meetings and events

Knowledge and Skills

- **Corporate governance** | an understanding of contemporary corporate governance and an understanding/awareness of canon law
- **Leadership facilitation** | the ability to inform and brief fellow Council members on current organisational matters and strategies and the ability to lead constructive and timely discussion and debate, drawing on the expertise of the Council
- **Business acumen** | ability to develop a strong understanding of the Catholic Education's business and financial model and key elements which drive its sustainability and ability to deliver its mission
- **People skills** | experience in motivating, managing and dealing with people including evaluating performance, succession planning and executive remuneration

Other Position Dimensions

Reporting to: Bishop of Wollongong

Remuneration: The role of the Chair is not accompanied by any financial remuneration but travel and other expenses will be paid

Time Commitment: Five (5) Council meetings per year. The chair is also expected to have regular meetings (in person or via videoconference) with the Director of Schools and 4 meetings per year with the Bishop of Wollongong