



# Catholic College Sale Ltd

## Position Description – Company Secretary

### Catholic College Sale Ltd

Catholic College Sale was formed in 1977 with the amalgamation of Our Lady of Sion College, founded by the Sisters of Our Lady of Sion in 1890, and St Patrick's College, founded by the Marist Brothers in 1922. In 2021 Catholic College Sale consolidated onto one campus at the St Patrick's site.

Catholic College Sale Ltd came into existence as a Company Limited by Guarantee on 1 July 2022 with a Board of Directors appointed with responsibility for the strategic direction of the College, its financial management and policy settings. The College continues to be jointly owned by the Diocese of Sale and the Marist Brothers Star of the Sea Province, with the Bishop of Sale, Most Reverend Greg Bennet, and the Provincial of the Marist Brothers, Brother Peter Carroll fms, as the Members of the Company. The College has Service Level Agreements with both DOSCEL and Marist Schools Australia who each continue to support the College in many areas including faith formation, professional learning, employee relations, child safety, data collection and analysis, ICT support, targeted programs and emergency management.

### College Vision

*"I am of strong mind, gentle of heart and loved by God. Inspired by the life and message of Jesus and the example of Mary, I live with courage, simplicity and hope. I belong to a faith and learning community where I am known, cared for and valued.*

*I will live this by welcoming and accepting diversity in others, building relationships and making a difference in a complex and changing world. I will be open to learning opportunities that will enrich and enhance my personal journey. I will value and care for the environment, serve the marginalised and positively contribute to my community.*

*I strive to be genuine, honest and will embrace the challenge of achieving my full potential."*

### Catholic College Sale is a Child Safe School

Catholic College Sale is a Child Safe School, where we strive to cultivate a supportive, caring and challenging environment that enables rich learning to occur within the context of the overall health and wellbeing of our students and staff, both within their school environment and for their life beyond. As a health-promoting school, we believe that a happy and fulfilling life is built on the ability to nurture faith, explore connections with others, build positive relationships and develop resilience and confidence for life. We are committed to child safe policies and practices in a child safe environment. This lens informs all aspects of the life of the College.

## **Board and Committee structure and operation**

There are seven Directors on the CCS Ltd Board and the Principal as CEO of the Company is an ex-officio member.

The Board meets eight times per year, four on-site and four on Zoom. The agendas for the Board meetings have standing items including Code of Conduct review and reports from the Principal, Finance, Audit and Risk Committee and Child Safeguarding Committee. Since July 2022, other significant matters for the Board have included consideration of the College Master Plan, a new EBA, ongoing development and review of policy, a College Review and development of a new Strategic Plan.

The Board's Finance, Audit and Risk Committee includes two Directors (one as Chair), the Business Manager, Principal, and Deputy Principal - Learning & Teaching. The Committee meets via Zoom prior to each Board meeting and provides a detailed report including budget updates.

The Child Safeguarding Committee includes a Director, the Principal, Deputy Principal – Learning & Wellbeing, and Deputy Principal - Learning & Teaching.

## **Position Overview**

The Company Secretary is appointed by the Board of Directors and is directly responsible to the Chair of the Board providing independent, robust and objective governance advice to the Directors. The Company Secretary is a critical role within the governance framework of Catholic College Sale Ltd (the Company). This position supports the Board of Directors in ensuring the Company adheres to statutory obligations, maintains high standards of corporate governance, and operates in accordance with its mission and values. The Company Secretary also serves as the Board Secretary, facilitating effective communication and coordination among Board members and between the Board and College Executive. The position is covered under the conditions set out in the Catholic Education Multi Enterprise Agreement (2022).

## **Attributes and Competencies**

- **Organisational Skills:** Exceptional organisational and time management skills, with the ability to manage multiple tasks and deadlines.
- **Attention to Detail:** High level of accuracy and attention to detail in documentation and record-keeping.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to articulate complex information clearly and concisely.
- **Interpersonal Skills:** Strong interpersonal skills, with the ability to build and maintain effective working relationships with Board members, the CEO, College Executive, Marist Schools Australia and the Diocese of Sale.

<b>Key accountabilities and specific duties</b>	
<b>Mission and Identity</b>	<ul style="list-style-type: none"> <li>Actively support the Board, the CEO (Principal) and College Executive in their commitment to the College Mission</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li><b>Regulatory Compliance:</b> Ensure the Company complies with all relevant statutory and regulatory requirements, including the Corporations Act 2001 (Cth) and other applicable laws.</li> <li><b>Policy Implementation:</b> Develop, implement, and monitor corporate governance policies and procedures.</li> <li><b>Annual General Meeting (AGM):</b> Coordinate the preparation and conduct of the AGM, including the distribution of notices, agenda, and documentation.</li> <li><b>Board Meetings:</b> Schedule, organise, and attend all Board and committee meetings, ensuring proper documentation and dissemination of minutes and action items.</li> <li><b>Reporting:</b> Oversee the preparation and submission of statutory filings and reports to regulatory authorities.</li> </ul>
<b>Board Support</b>	<ul style="list-style-type: none"> <li><b>Board Administration:</b> Provide comprehensive support to the Board, including the preparation of agendas, Board papers, and briefing documents.</li> <li><b>Minute Taking:</b> Accurately record and distribute minutes of all Board and committee meetings in a timely manner.</li> <li><b>Advice and Guidance:</b> Offer advice and guidance to Board members on corporate governance matters, including their legal and regulatory obligations.</li> <li><b>Induction and Training:</b> Facilitate the induction and ongoing training of Board members to ensure they are fully informed of their responsibilities.</li> </ul>
<b>Communication and Relationship Management</b>	<ul style="list-style-type: none"> <li><b>Stakeholder Engagement:</b> Act as a liaison between the Board, management, stakeholders, and regulatory bodies.</li> <li><b>Information Dissemination:</b> Ensure effective communication and dissemination of information between the Board, CEO, College Executive and Members of the Company.</li> <li><b>Manage conflicts of interest and ensure transparency in Board deliberations and decisions.</b></li> </ul>

<b>Key accountabilities and specific duties</b>	
<b>Record keeping and documentation</b>	<ul style="list-style-type: none"> <li>• Document Management: Maintain accurate and up-to-date records of all corporate documents, including minutes, resolutions, registers, and statutory filings.</li> <li>• Corporate Records: Ensure the safekeeping and accessibility of all corporate records, including The Company's Constitution and Board Committee Terms of Reference.</li> </ul>

### **Criteria for selection**

- 1 Willingness to support the College Mission as a Catholic school in the Marist Sion tradition.
- 2 Knowledge of the education sector, ideally Catholic education.
- 3 Relevant tertiary qualification and /or experience in business, law, finance, executive-level admin or a related field.
- 4 Demonstrated understanding of corporate governance principles, statutory and regulatory requirements and best practice in board administration.
- 5 Experience in the not-for-profit sector, membership of AICD or similar professional body desirable.

<b>Tenure</b>	12 month contract with the possibility of ongoing
<b>Level</b>	Education Support Officer, Category C, Level 4.1 – 4.6
<b>FTE</b>	0.4 (averaged across the 40 weeks of the school year)