

WARD d'HOUET EDUCATION BOARD CONSTITUTION

1. OBJECTS

The objects of the Board are

- a. to advise the Provincials and their Councils on all matters concerning the educational mission of the Institute of the Blessed Virgin Mary and the Sisters Faithful Companions of Jesus in Australia;
- b. to exercise such powers of the Provincials and their Councils in relation to education as are delegated to it from time to time.

2. MEMBERSHIP

- a. The Joint Education Board consists of the Chair;
 - i) one representative of each congregation appointed by the respective Provincial.
 - ii) not less than two or more than four other members appointed by the Provincials jointly for specific periods of time not exceeding three years (but with the possibility of reappointment).
 - iii) the chair of the Loreto Provincial Finance Advisory Committee or another
 - iv) member of that Committee nominated by its chair.
- b. At least one member of the Board will be a person with expertise in current school leadership

3. PROVINCIALS' RIGHT TO ATTEND

The Provincials have the right to attend a meeting of the Board at any time.

4. CHAIR'S APPOINTMENT

The Chair is appointed by the Provincials jointly for a term agreed between them and the Chair.

5. EXECUTIVE OFFICER

The Executive Officer

- (a) is appointed by the Provincials jointly;
- (b) acts as Secretary of the Board;
- (c) is not a member of the Board but will attend all meetings except when the Board is dealing with an agenda item concerning the Executive Officer.

6. NUMBER OF MEETINGS

The Board must hold at least five ordinary meetings each year.

7. ADDITIONAL MEETINGS

Additional meetings may be held at the direction of the Chair after consultation with the Provincials.

8. NOTICE OF MEETINGS

At least four weeks notice must be given of a meeting of the Board unless the Chair determines in writing that it is necessary to hold a meeting at shorter notice.

9. QUORUM

The quorum at a meeting of the Board is four members present in person including the Chair or Deputy Chair

10. ATTENDANCE BY ELECTRONIC MEANS

A meeting of the Board may be held with one or more members participating by telephone or other form of electronic communication, provided that all members participating can hear each other.

11. COMMUNICATIONS THROUGH THE CHAIR

All official communications made by the Board are issued under the name of the Chair.

12. DELEGATION

The Board may delegate in writing any of its functions to

- (a) the Chair,
- (b) the Executive Officer,
- (c) another member of the Board; or
- (d) to a subcommittee of the Board.

13. LORETO SCHOOLS ADVISORY COMMITTEE

- (a) The Loreto Schools Advisory Committee (LSAC) is a subcommittee of the Board., and is responsible for preparing educational policies for Loreto schools for submission to the Board.
- (b) The Board may refer any Loreto matter to LSAC .
- (c) Minutes of each meeting of LSAC must be provided to members of the Board as soon as possible after each meeting.

14. PROVINCE FINANCE ADVISORY COMMITTEE

- (a) The Loreto -Province Finance Advisory Committee (LPFAC) acts as a subcommittee of the Board in respect of the educational mission of the Loreto Province.
- (b) The Board may refer any Loreto matter to it for advice.

15. FINANCIAL DECISIONS

The Board may not make a decision which has financial consequences for either congregation unless

- (a) it is in accordance with its approved budget; or
- (b) the Provincial Council of the relevant congregation has approved the matter.

16. REPORTING TO PROVINCIALS

The Board must report to the Provincials at least once in each calendar year, and whenever requested to do so by either Provincial.

17. REFERRING MATTERS

If the Board believes that a matter is of such consequence that the opinion of the Provincial should be obtained, it must refer it to the Provincial.

18. AGENDA NOTIFICATION REQUIREMENTS

The agenda, including attachments, for a meeting of the Board must be provided to all members and to the Provincials and the Province Secretaries not less than seven days before the meeting.

19. MINUTES

Minutes of all meetings of the Board must be provided to all members, the Provincials and the Province Secretaries as soon as possible after the meeting.

20. BUDGET SUBMISSION DATE

The Board must each year prepare a budget for the following calendar year and submit it to the Province Secretaries not later than 30 September.

21. BUDGET APPROVAL DATE

The Province Secretaries will provide the Board with details of the approved budget not later than 30 November.

22. FINANCIAL YEAR

The financial year of the Board is the year ending on 31 December.

23. PAYMENTS

All payments on behalf of the Board which are in accordance with the approved budget must be authorised by the Executive Officer.

24. CREDIT CARDS

The Board may approve the issue of a credit card to the Chair, any other Board member and the Executive Officer for use when engaged in travel on behalf of the Board and in accordance with the approved budget.

25. REIMBURSEMENT OF EXPENSES

- (a) The approved budget shall contain provision for reimbursement of expenses properly incurred by Board members in the performance of their duties.
- (b) It is the responsibility of the Executive Officer to ensure that Board members submit claims and are reimbursed.
- (c) As part of the budget process, the the Board may determine from time to time the level of appropriate expenditure by members which will be approved for reimbursement in the budget.

26. INDEMNITY

The Provincials on behalf of the congregations will provide each member of the Board on appointment with a deed of indemnity in respect of all acts or omissions of that member in the proper exercise of the position of board member.

27. TERMINATION OF MEMBERSHIP

A person ceases to be a member of the Board

- (a) at the expiration of the period for which that member was appointed, unless reappointed;
- (b) if the Provincials terminate that member's appointment;
- (c) if the member resigns;
- (d) if the member dies.

28. CONFIDENTIALITY

Proceedings of the Board are confidential

29. ALTERATION OF CONSTITUTION

This Constitution can only be changed by the Provincials jointly.