

Position Description

Position Title	Director
Department	Governance
Reports To	Board Chair

Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included, and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people, while also upholding principles of child safety, equity, inclusion, and cultural safety. Staff undergo induction training to understand and fulfill their obligations in these areas.

SEDA College Director

Specifics

The College Board recognises the importance and value of good corporate governance, which establishes a framework that:

- enables the vision and objectives of the College to be agreed;
- defines the responsibilities and accountabilities of the College Board and management;
- provides policies and procedures for the College Board and management to carry out their duties.

The College Board has determined to base its approach to corporate governance on the Australian Standard AS8000-2003, to the extent that they can be applied to the College given its nature and size. The governance principles adopted by the College Board are as follows:

- Principle 1: Lay solid foundations for management and oversight;
- Principle 2: Structure the College Board to add value;
- Principle 3: Promote ethical and responsible decision making;
- Principle 4: Safeguard integrity and financial reporting;
- Principle 5: Make timely and balanced disclosure to stakeholders;
- Principle 6: Comply with relevant laws and regulations;
- Principle 7: Recognise and manage risk;
- Principle 8: Remunerate fairly and responsibly.

The members of the College and College Board consider the foundation of an effective governance model is a corporate structure that takes the following approach:

- The members of the College Board appointing directors to the College Board, ensuring that there is a broad skill set having regard to the education sector in which the College operates;
- The College Board oversees governance in line with the principles above and as a part of this, retains a Principal;
- With supervision and support from the College Board, the Principal develops business strategies, employs resources, and builds and operates processes in order to achieve the objectives of the College.

Position Overview

Directors are required to implement and adhere to the College policy on Governance and structure, and Constitution.

Expectations

Your duties as a director as adapted from the ACNC's guide 'Governance for Good'	
Key Accountabilities	Overview
To act with reasonable care and diligence	<ul style="list-style-type: none"> As a Board member, you must show a standard of care and diligence that a reasonable person would use if they were in your place. In practice, do your best to participate. Before meetings, read and try to understand any materials you have been given about topics the Board will be considering. Turn up to meetings on time. If you are unable to attend a meeting, give reasonable notice and catch up afterwards. If you have any questions about any of your Board's business, always ask the other Board members or staff and make sure to leave time for thinking about your decision. If you do not feel comfortable making a decision on something, it may be worth asking for more time. You should feel confident to independently make decisions and not just follow the crowd. Sometimes you should request that your separate view be recorded in the minutes.
To act in the best interest of SEDA College and for a proper charitable purpose	<ul style="list-style-type: none"> When acting as a Board member you must make decisions that are in the best interest of your charity and to further its charitable purpose.
Not to improperly use information or your position	<ul style="list-style-type: none"> Sometimes as a Board member you will come across information that could be used for your personal or other interests. Any special knowledge that you gain as a Board member must only be used for the benefit of the charity and never to further personal or other interests. For example, you might learn about the details of a tendering process or the private details of staff or clients. Keeping this information private is one of your responsibilities as a Board member and this information must not be used except in the interests of your charity.
To manage financial affairs responsibly	<ul style="list-style-type: none"> The College must have financial management practices to ensure that their resources are used effectively and protected from misuse. Charities should have appropriate and tailored financial systems and processes. They should be suitable to the size and circumstances of the charity and the complexity of its financial affairs.

Your duties as a director as adapted from the ACNC's guide 'Governance for Good'	
Key Accountabilities	Overview
To disclose and manage conflicts of interest	<ul style="list-style-type: none"> Conflicts of interest occur when your duty to act in the best interests of the College is or may be in conflict with the opportunity or potential to get a personal benefit (or a benefit for a person or organisation you have a relationship with). If you have a conflict of interest (or even a perceived conflict), inform the Board as soon as possible. Generally, it is best (and often required by your rules or any legislation that applies to your charity) not to take part in discussion or decision-making where you have a conflict of interest. Conflicts of interest are common and do not have to be a serious problem. However, if a conflict of interest is not managed properly, it may damage the colleges reputation and, in serious cases, even break the law. Even simply the perception that a conflict exists requires you to take steps to ensure you do not breach your obligations.
Not to allow a charity to operate while insolvent	<ul style="list-style-type: none"> You must ensure that the College can pay its debts when they are due. This is called being solvent. If the college is unable to do this, then it will be insolvent. As a Board member, you must not allow the College to continue to take on new debts (for example, wages, rent, equipment lease payments) if you know it will not be able to pay the bills when they are due.
Commitment	<ul style="list-style-type: none"> The College produces an annual schedule of meetings, it is possible to conference call in, however the Board will identify key meetings where physical attendance is preferred. Where possible, and where reasonable notice is given the Board will attempt to adjust this schedule to meet members needs.
Contact	<ul style="list-style-type: none"> From time to time the Principal or Chair may circulate circular resolutions or make contact with Directors between meetings. Directors are required to respond in a reasonable time frame to ensure the efficient operation of the College
Child safe	<ul style="list-style-type: none"> Follow the College policies on Child Safety: Child Safety Responding and Reporting Obligations policy, Child Safety and Wellbeing policy, and the Child Safety Code of Conduct

Your duties as a director as adapted from the ACNC's guide 'Governance for Good'	
Key Accountabilities	Overview
	<ul style="list-style-type: none"> Adhere to the expectations described in the staff code of conduct
Colleagues	<ul style="list-style-type: none"> Develop and maintain positive working relationships with SEDA College Board members

Key Selection Criteria
Skills and Experience <ul style="list-style-type: none"> strong oral and written communication skills the ability to display initiative and confidence the ability to establish and develop quality relationships strong analytical and problem-solving skills the ability to think strategically and critically appropriate financial analytical abilities commercial business knowledge including legal principles educational experience the ability to relate to a wide range of people the ability to gain respect and act as a mentor to management the ability to understand and relate to stakeholders potential for long-term valuable contribution and involvement the ability to fill an identified skill need on the Board e.g., Marketing, ICT, Education, Legal, Financial and Wellbeing a strong sense of ethics honesty high levels of integrity diligence courage to challenge the status quo commitment to the School. commitment to Child Safe legislation

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....