Being the Chair of the Board at Samaritan College

In addition to the requirements of a general Board member of the College (see separate document) the Chair is also required to:

**Run the meetings** – this requires the chair to be familiar with the running of meetings. This includes:
- ensuring the correct meeting protocol is adhered to;
- that meetings finish on time;
- ensuring that only Board related items of business are on the agenda;
- ensuring previous items are followed up on
- allowing for each Board member to be heard.

**Meet with the Principals:** Normally 2-3 times per term and via email on other occasions. This is to discuss upcoming meetings and the general running of the College.

**Liaise with the Board secretary** in setting the agenda for meetings

**Attend, on occasions, special events or announcements.** This is to represent the College Board as its Chair. These may, on occasions, be outside of Whyalla (costs would be covered by the College)

**Speak**, as Chair of the Board, at special events

**Religious aspect:** be willing to maintain and develop the relationship between the College and the local Church