

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.

Liaise with the Principal/Business Manager: catching up, in some form, with the Principal/Business Manager during the term. 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, however, you do not need to be Catholic.