

School Board Member Nomination

Background

A person wishing to, or invited to, become a member of the school board must read this information and complete the form attached.

The school board supports and assists the Principal in decision making by providing advice, ideas, and feedback on a range of matters (including policy development) consistent with its authority.

The school board is a participatory, advisory, and consultative voice from which the Principal gleanes the wisdom of others in exercising his/her leadership.

Member roles and responsibilities

Through the Principal, the school board:

- play an active role in the school's School Improvement processes, in regular review and affirmation of statements of vision and mission
- assists the Principal to develop and evaluate school policies and other core documents
- has a role in ensuring stewardship of its Catholic identity, and the distinguishing features of a Catholic school
- may be requested to seek the voice or endorsement of others in the community on certain matters
- provides a link between the school and the wider community
- remains abreast of issues impacting on Catholic schools at the various levels of government
- is invited to contribute to the selection process of the Principal, with the school board Chair, or her/his nominee, invited to participate as a member of the selection panel.

Member requirements

Nominees must meet the following requirements:

- demonstrate a commitment to the Catholic and Uniting ethos and to the particular religious identity/charism of the school
- complete a prescribed formation program and commit to ongoing formation
- offer in the spirit of collaborative ministry a set of skills, talents, personal attributes, interests, and faith development that will contribute to the needs of the school board in meeting its object
- have the formalised endorsement of the school board

- before the first meeting, if over the age of 18 years, have a current suitability (blue) card issued by the Commission for Children and Young People and Child Guardian (CCYP and CG).

Becoming a school board member

Persons exploring suitability for membership of the school board are required to undertake a period of discernment, which can involve:

- attendance at a formation program
- discussion and dialogue with the Principal
- attendance as an observer at a meeting of the school board.

The school board (or select committee thereof), discern the suitability of applicants and formalise appointments. There is no provision for appeal.

Members of the school board are appointed for three-year terms, for a maximum of two terms.

Privacy

Brisbane Catholic Education (BCE) and its schools may collect your personal information for administrative purposes. Any information collected will be maintained as a confidential record.

BCE may share your personal information with third parties as required under law and BCE policies and procedures.

An individual may request access to, or corrections to, information on the individual collected by BCE and its schools.

Where to send this completed form

Completed form must be provided to the school Principal's office.

Request to Access Documents or Information Form

Instructions

Write in English using BLOCK LETTERS. Tick where applicable. Forms that are incomplete, inaccurate, or illegible will not be processed. Please retain a copy of your completed form for your records.

Part A: Applicant details

1. Your details

Family name	
Given name	
Email	
Mobile/phone	

2. Evidence of Blue Card or Exemption

Please attach a certified copy of one of the following:

- current Blue Card or
- Blue Card Exemption
- Identification e.g., drivers' licence

Part B: Role

The school board comprises of members with specific experience, expertise, and skills which they contribute to support the effective operation of the school board.

Please describe what experience, expertise, and skills you will bring to the school board if nominated:

Please attach additional information, if required.

Part C: Declaration

To be completed by the applicant named in section 1 above.

<i>I declare that: I am aware that any person who provides false or misleading information, or who deceived or misleads, may lead to this request not being processed and possible legal action. I have read the information on the cover of this form. I understand that Brisbane Catholic Education and its schools may collect and hold the information provided in, and with, this form as outlined in the BCE Privacy Statement (on the BCE website).</i>	
Signature	
Date	

Part D: Checklist

Complete this checklist before submitting the form:

- Read information on cover page
- Form is complete
- Form is accurate
- Form is legible
- Proof of current Blue Card and ID attached