

# HIGHVIEW COLLEGE

## POSITION DESCRIPTION - BOARD DIRECTOR



### **Preamble**

Highview College (Registered name 'Highview Christian Community College') is a not-for-profit secondary college established in Maryborough, Victoria, which commenced operations in 1974 as Community Christian College (CCC). Its creation was the result of a joint initiative in 1972 of the Maryborough parishes of the Roman Catholic Church, the Anglican Church, the Methodist (now Uniting) Church and the Church of Christ who worked with Rev John Leaver and others to create the first ecumenical educational college.

Highview College was the model for the establishment many other ecumenical Colleges (Mt Macedon in 1975, Bayview College in Portland in 1977, followed by Newhaven College on Phillip Island, Beaconhills College (Pakenham), Overnewton College (Keilor), Christian College (Geelong), Casey Grammar (Cranbourne), Hume Anglican Grammar (Craigieburn), Trinity Albury, Trinity Wodonga, Cathedral College (Wangaratta), Moama Anglican Grammar, and, more recently, Balcombe Grammar, Mt Martha. The Colleges (and others) continue a connection through the Victorian Ecumenical System of Schools (VESS).

The College is established with the objective of providing a financially sustainable secondary education experience consistent with the Christian values embodied in the four founding Churches, and a learning community for students drawn from the Maryborough and surrounding regions.

Under the provisions of the Australian Securities and Investments Commission, the College is a Company limited by Guarantee, and responds to the regulations and provisions of the Corporations Acts of the Commonwealth of Australia. The College is also respondent to the relevant regulations and legislation of the Victorian Government, and to the By-laws and regulatory provisions of the Central Goldfields Shire.

Any individual other than a current employee of the College or of the Auditor is eligible to be appointed/elected as a Director.

The College is governed by a Board of Directors consisting of eight (8) members.

- One of the Directors is a nominee of the four Founding Churches
- One is a nominee of the employees of the College
- Two are nominees of the Members of the Company
- Four are nominated by the Board, in this case by the designated recruitment officer, Stephen Norris and approved by VESS

### **Responsibilities**

The Board is charged with the responsibility of creating, maintaining and continuously improving the overall governance, strategy and policy framework within which the College conducts its business. Specific responsibilities of the Board collectively and hence of individual Directors include:

- Establishing and providing strategic direction to the organisation, and deciding on the organisation's key implementation tactics and business performance objectives;
- Monitoring and measuring the strategic direction of the organisation and attainment of its objectives in conjunction with the Principal;
- Regularly monitoring the operational and financial performance of the College as a business, and the performance of the organisation generally, and specifically ensuring that all world's best practice standards in OH&S are maintained and improved;
- Ensuring organisational performance is maintained and continuously improved to deliver maximum value or benefit to all stakeholders;
- Assuring that the College operates on a prudential and ethical basis and that all conducts and behaviours meet and appropriate and accepted code of conduct, and the relevant interests of all stakeholders;
- Ensuring that mechanisms are in place and operated which identify specific risks to the business of the College, and ensuring that appropriate internal control/audit/monitoring systems are in place to manage the risks to the College;
- Ensuring that the College's complete financial (P&L reporting, Balance Sheet management, Cash Flow assessment, Capital Project planning etc) and other reporting mechanisms are designed and operated to result in adequate and timely information being provided to the Board, including approval of all operating and capex budgets presented by the Principal;
- Participating as a member of any sub-Committees of the Board which the Board might collectively agree are necessary from time to time for improved governance of the College;
- Appointing, supporting and professionally developing (and where necessary removing) the Principal, and planning together with the Principal a suitable management succession program;
- Overseeing and regularly evaluating the performance of the Principal, and ensuring that the Principal has mechanisms in place which ensure regular performance appraisals for all members of the staff of the College;
- Ensuring that the affairs of the College are conducted with transparency and accountability;
- Ensuring that sound Board succession planning is undertaken to ensure that when appropriate, new Directors able to meet the responsibilities of the Directors role are attracted to and elected/appointed to the Board.

- Collectively, ensuring that the Board creates and maintains mechanisms which ensure that the Board regularly appraises its own performance; and takes corrective/improvement actions where indicated;
- Oversees the implementation of total stakeholder engagement, reporting and information flows both internally and externally.

### **Desirable Attributes**

- Persons seeking nomination to the Board should be able to point to considerable experience in or knowledge of the principles of best Governance practice.
- A working knowledge of the duties of Directors of a Board in any business including the legal, ethical, personal and financial responsibilities is necessary.
- A knowledge of the principles of strategic planning and implementation is highly desirable.
- Knowledge of and experience in analysing and understanding financial reports is necessary, and it is desirable that Directors have some understanding of corporate finance.
- A knowledge of risk and audit management would be highly regarded. Ability to demonstrate good business instinct and exercise good commercial judgment.
- It is desirable that Directors be able to point to some specific industry knowledge of a relevant field, such as education, law, architecture, fund-raising, ICT, health, environmental sustainability, etc.
- An ability to work in a team based environment, have an empathetic understanding of world's best personnel and HR management practices, be collaborative and courageous, open-minded, and have a highly developed EI with strong interpersonal skills are all highly desirable attributes. The Director must be prepared to make a proactive and regular contribution.
- Persons seeking nomination to these positions must be held in high regard, be able to demonstrate the highest levels of integrity and personal ethics, be independent, and be scrupulously truthful and honest.
- The College seeks to attract to the Board a diversity of membership across such characteristics as gender, age and ethnicity.
- It is highly desirable that applicants can claim to have a personal commitment to the tenets of the Christian faith.