



## XAVIER CATHOLIC SCHOOL

271 Forrest Road, Hilbert 6112

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# XAVIER CATHOLIC SCHOOL BOARD

There will be opportunities for members of the school community to serve on the School Board next year. Interested persons are requested to nominate themselves, seek nomination or nominate others to this important position in our school community.

### Functions of the Board

The functions of the Board include working with the Principal on:

- *Planning for the present and future operation of the school*
- *Disseminating information about the school and about Catholic education to persons and organisations in the school community.*
- *Liaising in all matters relating to the financial management of the school with persons and organisations in the local Catholic community.*
- *Managing all the finances associated with the school.*
- *Advising with respect to school policy that has financial implications.*

### Criteria for Membership of the Board

Membership of the School Board is based on:

- *Possession of special skills that will be an asset to the board;*
- *a deep interest in the welfare of all students and staff;*
- *a desire to give service to the Catholic school community;*
- *a keenness to promote Catholic schooling;*
- *an ability to work co-operatively and constructively with all other members of the Board.*

### Role of Individual Board Members

- *To attend all Board meetings and be involved in the decision making process.*  
(Board meetings are held one evening a month)
- *To prepare well for meetings.*
- *To become informed about and develop competence in all matters affecting the Board.*
- *To provide advice to the Principal with respect to the formulation of school policy that has financial implications.*
- *To support the Ethos of the Catholic School*
- *To abide by the Board Code of Ethics.*
- *To assist the Chairperson, Secretary and Treasurer as required.*
- *To be a member of sub-committees or other task groups.*
- *To represent the members of the group that nominated you.*
- *To generally, bring to the attention of the Board any issues or problems in the group or organisation which need to be dealt with by the Board.*

I would like to serve the Community of Xavier Catholic School on the **School Board**. I have read all the above information and am willing and able to give the necessary time and effort required as a Xavier Catholic School Board Member.

NAME: \_\_\_\_\_ Phone contact: \_\_\_\_\_

Email: \_\_\_\_\_

Special area of skills or interest: \_\_\_\_\_

CHILDREN'S NAME/S or PARISH: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NOMINATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS on FRIDAY 20 NOVEMBER 2015**