

# Board Charter

## 1. Introduction

The purpose of this Charter is to outline the functions and responsibilities of the Board and to support the key values and principle purpose outlined in the Constitution for Moama Anglican Grammar Ltd.

The Charter is intended to provide guidance to Directors to assist them in carrying out their roles and responsibilities, and define the standards of professional conduct that the School expects of its Directors.

The Charter also seeks to capture the obligations and responsibilities of Directors that would be required generally in accordance with good governance.

## 2.





- Maintaining effective communication and co-operation with stakeholders of the School community in collaboration with the Chair
- Preparing the Budget for Board approval in consultation with the Business Manager and for ensuring effective financial management of the school

## 8. The Role of the Company Secretary

The Corporations Act requires every public company to have an appointed Company Secretary.

The duties of the Company Secretary include:

- Ensuring the company complies with corporate legislation and regulation
- Ensuring statutory records and registers are correctly maintained
- Ensuring Board meetings are appropriately conducted and minuted
- Ensuring good governance principles are in place and being adhered to
- Ensuring appropriate and adequate corporate policies are in place
- Ensuring the Annual General Meeting and other general meetings of the Company are appropriately conducted and minuted

## 9. Board Directors

### 9.1 Board Structure

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persons as follows:	
(i)	One (1) member nominated by the Moama Anglican Grammar Ltd Board
(ii)	Eight (8) elected Members.

### 9.2 Elected Directors

Elected Directors	
(a)	The Company may from time to time by resolution, passed at a general meeting, elect a person to be a Director of the Company
(b)	Elected Directors will hold office for a period of three years and be eligible for re-election
(c)	In the event there are equal number of Board nominations for the elected Director vacancies there shall be no cause for a vote to be taken and those persons nominating shall be duly elected as filling the elected Director vacancies











Board papers should be presented to the Board ideally 1 week prior to the meeting, and contain all relevant information in an easy to read and understandable form to enable the Board to make informed decisions.

## **10.2 Board Process**

Board Directors will act in a manner to enable the conduct of meetings to be informed, productive and result oriented. To this end they will:

- Respect other Board Director views
- Act in a professional manner
- Act in accordance with the Constitution
- Raise and address issues respectfully
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## **11. Board Directors – Entitlement to Information**

As a general rule a Board Director



