
ROLE DESCRIPTION

NON-EXECUTIVE BOARD DIRECTOR

DOMINIC COLLEGE



Board Meetings: Five per year (weekdays, 5.30pm)
Planning Days: One per year (Saturday)
Appointment Duration: Three years with potential for extension

*‘Education is largely a matter of the heart
that leads young people to know that they are loved.’
St John Bosco*

OUR COLLEGE

Dominic College is a Kindergarten to Year 10 Catholic, Coeducational College situated on a picturesque 28 hectare property in the foothills of *kunanyi*/Mount Wellington in the northern suburbs of Hobart, Tasmania.

The College has been owned and governed by the Salesians of Don Bosco since it was established in 1946. The Salesians are a global organisation and Catholic religious order dedicated to supporting young people, especially the disadvantaged and marginalised. It was founded in the mid-1800s by St John Bosco (Don Bosco) who was an Italian priest and educator. They were named ‘Salesians’ after the patron saint of the organisation, St Francis de Sales, the bishop of Geneva in the 16th and 17th centuries who was renowned for his kindness and humanity. The Salesians are actively involved in education, welfare, missions, parishes, and youth work. In Australia, they own and manage schools, youth centres, welfare agencies, and parishes across several states.

As a Catholic School in the Salesian Tradition, the Salesian Preventive System developed by Don Bosco, lies at the heart of every Salesian school, shaping, inspiring, and guiding all interactions with students. At its core, this system means *‘standing beside someone to speak on their behalf, to be their defender, to encourage them, to have empathy for them, and to help them grow’*. Central to this approach is the encouraging presence and active involvement of all staff in the lives of young people. Don Bosco urged his educators to always have the interests of young people at heart, to love what the young love, and to be a friend to them rather than a master they fear. The Salesian approach fosters an atmosphere of kindness, tolerance, acceptance, and forgiveness. The Salesian charism and educational philosophy is at the heart of all that we do.

From humble beginnings as an orphanage accommodating 30 boys in the building known as Grantleigh, which currently houses the Business Office, Dominic College now has more than 1100 students. We offer an inclusive and welcoming environment, diverse curriculum offerings, a strong pedagogical framework, dynamic learning and wellbeing programs, and excellent facilities with a significant capital works program in progress.

OUR VISION

Our vision is to be a community of compassionate and reflective learners who strive to flourish and grow to achieve their fullest potential.

OUR MISSION

We are a diverse and contemporary Catholic College in the Salesian Tradition who works in partnership with students, staff, families and the broader community to enable students to be confident, honest, loving and resilient citizens centred on Christ's model of service.

OUR VALUES

Dominic College aims to prepare individuals to embrace the challenges of life and to understand that relationships are based on openness and acceptance of others. The example of Jesus Christ and the life of St John Bosco are our foundation.

- LOVE
- SERVICE
- RESPECT
- HONESTY
- RESPONSIBILITY
- DILIGENCE

The College values enable it to be a place where staff and students experience and develop a sense of personal worth. Our values are based on the principles of self-respect and respect for others.

OUR EXPECTATIONS

- We are RESPECTFUL
- We are RESPONSIBLE
- We are HONEST
- We are LEARNERS

CHARTER FOR SALESIAN SCHOOLS IN AUSTRALIA

Dominic College adopts the Charter for Salesian Schools which gives expression to the Salesian charism and mission common to all activities and works conducted by the Salesians worldwide. The Charter sets out four central pillars that embody our founder St John Bosco's vision and guides the College in all aspects of school life. Dominic College draws its inspiration from these four pillars and is:

A **HOME** that welcomes

A **PARISH** that evangelises

A **SCHOOL** that prepares for life

A **PLAYGROUND** where friends meet and enjoy themselves

Dominic College is constantly challenged to re-interpret and re-enliven John Bosco's educational vision in every generation and circumstance, according to the requirements of the contemporary situation and the needs of young people, to whom he once said, 'I have only one wish: that you be happy in this world and the next'.

DOMINIC COLLEGE IS A CHILD SAFE ORGANISATION

Dominic College is committed to maintaining and encouraging an organisational culture where children and young people feel safe, are treated with respect and protected from harm. As a child safe organisation, Dominic College puts the safety of children and young people first. The College adheres to the requirements of the Child and Youth Safe Organisations Framework, is committed to the National Principles for Child Safe Organisations, and complies with the Reportable Conduct Scheme.

The National Principles for Child Safe Organisations, of which there are ten, provide a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all the recommendations related to the child safe standards made by the Royal

Commission into Institutional Responses to Child Sexual Abuse. The National Principles can be found on the College website.

Dominic College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge and ability to address child safety matters. This includes inductions, ongoing training and professional learning to ensure that everyone understands and complies with their child safety professional responsibilities and legal obligations.

GOVERNANCE

Dominic College moved from an unincorporated entity to a company limited by guarantee in 2021. In accordance with our Constitution, the business of the College is managed under the direction of a Board of Directors (maximum of nine Non-Executive Directors) who are responsible for the overall governance of the College including strategic and financial oversight, and for ensuring it complies with its legal obligations. The Board is accountable to the Members of the Company, namely, the Salesian Provincial (Australia-Pacific Region) and the members of the Provincial Council.

The Principal is the Chief Executive Officer of the Company and is appointed by the Board. The Principal is responsible for the leadership, stewardship and management of the College, for the education and welfare of students, and for the management and development staff.

All staff are employed directly by the College.

ROLE OF THE BOARD

The first and primary duty of the Board is to ensure that the College's objects as detailed in its Constitution, and informed by the fundamental principles embodied in the 'Statement of Salesian Tradition and Philosophy of Education' and the 'Charter for Salesian Schools', are carried out and implemented, and to determine the strategic objectives and direction of the College.

The Board is responsible for ensuring the College is compliant with its overarching legal obligations, in particular as it relates to corporations law, charity law, and education law.

The work of the Board is supported by two Board Committees that meet three times per year:

- Child Safety, Risk and Compliance Committee
- Finance and Audit Committee

FUNCTIONS OF THE BOARD

The principal functions of the Board are listed below.

- Establish the broad vision and direction of the College.
- Set goals and provide strategic direction.
- Manage and monitor risk and compliance.
- Act as an interface between the College and various members of the College's constituency, namely, parents, staff and students.
- Appoint the Principal and Acting Principal, and approve the appointment of College leadership positions.
- Determine policies governing the operations that are consistent with the Salesian Tradition and philosophy of education, and ensuring they comply with the College's legal obligations.
- Approve the annual budget and any long-term budget, and monitor financial performance.
- Approve material expenditure outside the budget.
- Approve all material capital expenditure that is not included within the annual budget.
- Conduct reviews of the Board's performance.
- Conduct reviews of the College in meeting its objectives.

- Establish and oversee the powers and functions of Board Committees.
- Receive reports from the Principal on school operations and the Chief Financial and Operations Officer on financial performance or long term financial planning.
- Deal with governance breaches and complaints.
- Maintain a record of delegations.

SKILLS AND EXPERIENCE

This is an opportunity for someone who is passionate about the College's mission, education and corporate governance, and who has leadership experience or who is an aspiring Director. The successful applicant will have achieved leadership stature in business, education, government, philanthropy or the not-for-profit sector and will have some of the following skills and experience.

- **Strategic Expertise** – Ability to think strategically, identify and critically assess strategic opportunities and threats, and develop effective strategies in the context of the objectives of the College and relevant policies and priorities.
- **Corporate Governance Experience** – Knowledge and/or practical experience in corporate governance including the fiduciary requirements, duties of Directors, and the legislative framework within which the College operates.
- **Board Experience** – Demonstrated competence and experience at board level, or with demonstrated ability to undertake a Board role, or who have completed formal training in directorship/governance.
- **Ability to Lead the Board or Board Committees** – Skills in chairing meetings, and in managing and reviewing the performance of the Board and Directors.

The College is seeking an appropriate balance and diversification on the Board across a range of professions and industries and a range of skills and experience including:

- Catholic faith, mission and identity
- Educational leadership
- Financial management skills particularly accounting and/or audit experience
- Strategic planning
- Experience in primary/secondary education sector
- Legal expertise
- Human resource/industrial relations experience
- Information technology experience
- Risk and compliance expertise
- Marketing/corporate communications experience
- Planning, infrastructure and project management experience
- Skills in strategic priority areas that may be identified from time to time

PERSONAL ATTRIBUTES AND BEHAVIOURAL TRAITS

All Directors are expected to possess personal attributes and behavioural traits that align with the College's mission and values, including:

- Model ethical, value-driven behaviour
- Demonstrate commitment to the role, the College and the education/not-for-profit sector
- Listen and communicate effectively, think strategically
- Motivate, inspire, and negotiate effectively
- Apply critical thinking, sound judgement, innovative thinking and open mindedness
- Inspire positive change through transformational leadership
- Pursue ongoing professional learning

REMUNERATION

This is a voluntary position. No remuneration or other benefit is paid or given to Directors except for the reimbursement of reasonable out of pocket expenses in carrying out their duties as a Director.

MANDATORY REQUIREMENTS

- Respect and support for Catholic education, Catholic values and the Salesian ethos.
- Valid Registration to Work with Vulnerable People on commencement.
- Current and satisfactory National Police Criminal History Check.
- Must not be disqualified from acting as a Director under the Corporations Act and not be disqualified by the ACNC from serving on the governing body of a registered charity.
- Must obtain a Director Identification Number prior to appointment.
- Must commit to attending regular Board meetings and participation in other College activities and events, including Board Committees.
- Required to complete an online induction and compulsory training modules, and commit to ongoing professional learning and formation programs from time to time.

SELECTION CRITERIA

1. Commitment to respect and support Catholic education, Catholic values and the Salesian ethos.
2. A commitment to child safety and the welfare of young people, and a strong knowledge and understanding of child safety legislation and responsibilities.
3. Ability to think strategically, identify and critically assess strategic opportunities and threats, and develop effective strategies in the context of the strategic goals and objectives of the College.
4. Excellent written, oral and interpersonal skills, ability to maintain confidentiality, act with discretion, and exercise goodwill and tact.
5. Demonstrated professional or industry skills and experience in one or more of the following areas:
 - Catholic faith, mission and identity
 - Educational leadership
 - Financial management particularly accounting and/or audits
 - Strategic planning
 - Primary/secondary education sector
 - Legal profession
 - Human resources/industrial relations
 - Information technology
 - Risk and compliance
 - Marketing/corporate communications
 - Planning, infrastructure and project management
6. Experience in working at Board level, sound understanding of corporate governance or completion of formal training in directorship/governance.