

Position Description

School Council Member



PMSA

The PMSA – Presbyterian and Methodist Schools Association – owns four of Queensland's well-known independent schools: Brisbane Boys' College, Clayfield College, Somerville House and Sunshine Coast Grammar School (the Group). Established in 1918, the PMSA is a joint mission of the Uniting Church of Australia, Queensland Synod and the Presbyterian Church of Queensland.

The PMSA's mission is to provide outstanding teaching and learning environments for our students and staff in schools built on Christian teachings. The PMSA's vision is to build communities based on Christian foundations, by providing teaching and learning environments of excellence, permeated by Christian faith and actions.

Position objective

The role of a School Council Member is to participate fully in the School Council business and perform duties in good faith and honestly to the best of their ability while exercising due care and diligence and demonstrating commercial acuity in decision making.

Expectations of School Council Members

Each individual School Council Member is expected to serve as advocates and ambassadors for the PMSA and fully engage in identifying opportunities necessary for the PMSA to advance its mission.

As community leaders, School Council Members will use their expertise and time commitment to drive continual improvement and innovation.

Duties and Responsibilities

- Regularly attend School Council meetings and related meetings, with limited exceptions.
- Consider, debate, and vote on issues before the School Council in the best interests of the School.
- Read papers and consider issues before the meeting.
- Contribute to the discussion and resolution of issues at meetings.
- Actively promote the PMSA in the community as opportunities arise.
- Attend PMSA functions and activities.
- Work collaboratively with all School Council Members, recognising and respecting the skills and experiences each member has.
- Avoid making any improper use of your position or information obtained in the course of your duties, so as to gain any material advantage for yourself or any other person, or to the detriment of the PMSA.
- Declare any direct or indirect material personal interest in any contract with the PMSA and its schools.
- Inform the School Council of any non-material personal conflict of interest in any matter before the School Council (either real or perceived) and follow the Board's ruling as to proper procedure.
- At all times conduct School Council business politely and with consideration for others, without ill feelings, improper bias or personal animus.
- Ensure there are systems in place to check the compliance of PMSA with laws, policies and relevant standards.

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- Comply with any obligations prescribed under the Australian Charities and Not-for-profits Commission Act.
- Act in accordance with any conduct requirement prescribed under the PMSA Code of Conduct.

Skills and Attributes

- Proactive commitment to the PMSA's Christian ethos, mission, vision, values and frameworks.
- A thorough understanding of the trends and issues in school education, specifically those within independent schools.
- GAICD or equivalent qualification or Board governance experience.
- Community leadership or representation.
- Ability to apply sufficient time and effort to achieve the objectives of the School.
- Demonstrated experience in committees/associations/Boards and corporate governance.
- Preparedness to public identify and champion independent Christian-based schools.
- Committed to principles of corporate social responsibility – to behave ethically, to create value for the Group, and to empower and partner with school communities to build capacity and capability for the ongoing sustainability of the School.
- A demonstrated commitment to professional learning and continuous improvement.