

AUCS Inc. Board – Governance Policy 1.7

Role of Chair

The Chair's main role is to ensure that the Board functions in an effective and amicable manner, and carries out its responsibilities and duties (as per policies 1.1 and 1.6) to a high standard.

This involves:

- understanding the aims and philosophy of the AUCS children's centres
- chairing meetings of the Board including:
 - applying sound meeting procedures
 - setting the agenda, in consultation with the Secretary
 - keeping meetings to time
 - ensuring all members have the opportunity to participate
- ensuring a fair distribution of the work load between Board members.

The Chair is also required to:

- develop a knowledge of quality education and care practices and the regulatory framework within which children's care and education services are provided in Australia
- be informed about current activities at the centres
- share responsibility for the overall wellbeing of the centres
- provide leadership in carrying out the responsibilities and duties of the Board
- get to know the members of the Board and centre staff teams
- provide mentoring and support to the Centre Directors, and be responsible for Centre Directors' performance reviews
- work closely with the Centre Directors, Secretary, Treasurer and Board members to ensure decisions are implemented
- Induct new Board members
- Oversee Business Continuity/Emergency Management Plan.

The Chair may also:

- act as spokesperson for AUCS
- negotiate, usually in conjunction with the Directors and/or other Board members, with various stakeholders, such as the University, State and Federal agencies, insurers, unions, etc.

Attributes

Essential

1. Ability to chair meetings and have sound understanding of good governance and management principles
2. Ability to quickly acquire appropriate knowledge of:
 - the operations of the two centres, and
 - Issues facing the children's education and care services sector in general
3. General business experience/acumen
4. High level communication and interpersonal skills
5. Ability to provide support and be accessible to the two Centre Directors
6. Willingness to be an advocate for the centres and issues relating to children's education and care services
7. Commitment and passion for children's services at the University of Adelaide and the children's education and care services industry generally.

Desirable

1. Knowledge of the children's education and care services industry.