

Role Statement and Information for Applicants

Chair – Non-government Schools Registration Board of Tasmania

How to Apply

An Expression of Interest that includes your curriculum vitae, qualifications and a statement detailing your demonstrated knowledge, skills and experience in at least one of the following: education, corporate governance, law or financial management should be forwarded to registrar@oer.tas.gov.au. Names and contact details of two referees should also be included.

Enquiries may be made by contacting Katharine O'Donnell, Education Registrar on (03) 6165 6450.

Expressions of interest close on **Friday, 10 April 2020**.

Duties and Responsibilities of the Chair

The Chair is responsible for chairing meetings of the Registration Board and for providing good governance by having a good oversight of the Board's powers and functions provided under the legislative framework.

The Chair may also be required to prepare and/or review correspondence, respond to enquiries, and meet with various parties.

The Chair will work closely with the Education Registrar who supports the Board to carry out its role and functions.

Board Role and Responsibilities

The Board's primary function is to make decisions on applications for the registration of new non-government schools, and the renewal of registration of existing schools.

The Board is supported by the Education Registrar and her Office. The Registrar manages the day to-day operational aspects of the regulatory process. Reviews are undertaken by Registration Officers with educational qualifications. A report is then provided to the Registrar who then provides advice to the Board in relation to the school's compliance with the Standards, and the Board will then make a decision on the registration of the School.

The Board meets 6-8 times per year to consider matters relating to the registration of non-government schools.

Membership of the Board

The Board is a representative board which includes a Chairperson appointed by the Minister, one person representing registered schools, two persons representing teachers of registered schools, one person representing the Catholic Education Office, one person representing parents of children in registered schools, one person representing the Department of Education, and one person nominated by the Minister.

The current vacancy is that of the Chair.

Term of Appointment

The Chair and board members may be appointed up to a maximum term of three years. A person may be re-appointed subject to the approval of the Minister for Education and Training, and Cabinet.

Time Commitment

The Board meets six times per year on a bi-monthly basis in Hobart for a full day, usually 10am – 3pm. Applicants should also take into consideration the time required to prepare for board meetings.

Remuneration and Expenses

The Chair of the Board is entitled to a board sitting fee of \$468.00 per day plus any reasonable out-of-pocket expenses incurred whilst undertaking the work of the Board.

Conflict of Interest

The Minister is required to assure Cabinet that the nominee has no business or personal interest, real or perceived, which might conflict with the interests of the Registration Board.

The successful applicant is required to declare in writing that they have no interests other than any required as a prerequisite for the office, which might appear to raise a material potential conflict with their public duty as a member of the Board.

Appointment Process

A panel will be established to consider all expressions of interest. The panel will then prepare a shortlist of candidates, conduct interviews and undertake a due diligence process including a referee contact process

The panel will then provide advice to the Minister for his consideration, after which, a recommendation for appointment will be provided to Cabinet.