Canberra Montessori Society
Role Agreement for Board Sub-Committee Members

This agreement must be signed by any person serving on a Sub-Committee or other voluntary role for the Board prior to being given any access to files or other relevant information.

By accepting a Sub-Committee position or other voluntary role:

1. I understand I have an obligation of maintaining confidentiality. As such, I will:

- Maintain the confidentiality of all documents and of any deliberations I may be privy to.
- Maintain the confidentiality of any staff issues and any individual viewpoints that are expressed during deliberations at any Sub-Committee/Board meeting I may attend
- Not disclose to anyone any confidential information acquired by virtue of my position as a Sub-Committee Member or other Board-related role
- Not use any confidential information acquired by virtue of my position on the Sub-Committee/other role for my personal financial or other benefit or for that of any other person
- Not make statements to the media in the name of the Society or School except as expressly authorised by the Board Chair
- Not permit any unauthorised person to inspect or have access to any confidential documents or other information

I understand the obligation to protect such confidential matters from disclosure continues even after I am no longer serving on any Sub-Committees or in other roles.

I agree to do the following:

- Demonstrate commitment to the Montessori philosophy of education
- To adhere positively to the policies, decisions and other activities of the Sub-Committee
- Accept that the Sub-Committee speaks with one voice, and that no one member shall publicly express his or her opinion as a Sub-Committee member should this deviate from an agreed Sub-Committee position or decision
- Be committed to collective responsibility for all matters pertaining to the Sub-Committee
- Not interfere with the Principal's operational duties and not undermine her or his authority with members of staff
- Bring to the attention of the Sub-Committee or Board any issues that may affect the school or association in a beneficial or adverse way
- Refer complaints to either the Principal, Sub-Committee or Board, according to the Communications Pathways policy.
- Be committed to be fully prepared for each Sub-Committee meeting by reading all material provided in advance of each meeting.
- To make every effort to attend all Sub-Committee meetings
- To commit to fulfil any undertakings given to the Sub-Committee to complete tasks in the agreed time frame.
- In undertaking the affairs of the Sub-Committee, to think strategically and be open to initiating and evaluating new ideas and directions.
- To devote sufficient time to become familiar with the affairs of the organisation and Sub-Committee and the wider environment within which it operates.
- Not promise or solicit an action prior to a vote.
- Identify possible breaches of Sub-Committee or Board policies and bring the matter to the attention of the Chairperson before taking further action and maintain appropriate confidentiality.

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