

Canberra Montessori Society

Role Agreement for Board Members

This agreement must be signed by all Directors & the Secretary of the Canberra Montessori Society prior to being given access to any Board files or information and then again at the first Board meeting after each AGM.

Full Name of Board Member/Secretary: _____

By accepting a position on/with the Board:

1. I understand I will be required to do the following:
 - a. First and foremost, act in the best interests of the Canberra Montessori Society and not for any individual or group
 - b. Be compliant with the Constitution of the Canberra Montessori Society
 - c. Focus on strategic matters
 - d. Work to ensure that the School and Society is fiscally secure
 - e. Work to ensure the School and Society is operating at a high standard and in the best interests of those it serves
 - f. Represent equitably and respond fairly to the needs of all the Society constituents
 - g. Be committed to representing the Board and the Society in a manner befitting Board membership status
 - h. Be accountable to Society members for our actions and decisions.

2. I understand I have an obligation of maintaining confidentiality. As such, I will:
 - a. Maintain confidentiality of all documents and of any deliberations in the Board or its Sub-Committees on those matters.
 - b. Maintain the confidentiality of any staff issues and any individual viewpoints that are expressed during deliberations of the Board or its Sub-Committees.
 - c. Not disclose to anyone any confidential information acquired by virtue of my position as a Board member/Secretary
 - d. Not use any confidential information acquired by virtue of my position on the Board for my personal financial or other benefit or for that of any other person
 - e. Not make statements to the media in the name of the Society or School except as expressly authorised by the Board Chair
 - f. 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 the Board.

3. I agree to do the following:
- a. Demonstrate commitment to the Montessori philosophy of education
 - b. To adhere positively to the policies, decisions and other activities of the Board
 - c. Accept that the Board speaks with one voice, and that no one member shall publicly express his or her opinion as a Board member should this deviate from an agreed Board position or decision
 - d. Be committed to collective responsibility for all matters pertaining to the Board
 - e. Not interfere with the Principal's operational duties and not undermine her or his authority with members of staff
 - f. Bring to the attention of the Board any issues that may affect the school or association in a beneficial or adverse way
 - g. Refer complaints to either the Principal or the Board, according to the Communications Pathways policy.
 - h. Be committed to be fully prepared for each Board meeting by reading all material provided in advance of each meeting.
 - i. To make every effort to attend all Board meetings
 - j. To commit to fulfil any undertakings given by me to the Board to complete tasks in the agreed time frame.
 - k. In undertaking the affairs of the Board, to think strategically and be open to initiating and evaluating new ideas and directions
 - l. To devote sufficient time to become familiar with the affairs of the organisation and Board and the wider environment within which it operates.
 - m. Not promise or solicit an action prior to a vote or a meeting.
 - n. Identify possible breaches of Board policies and bring the matter to the attention of the Chairperson before taking further action and maintain appropriate confidentiality.
4. I understand that the Board uses Office365 for document creation, sharing and archive as Board Policy is to work electronically wherever possible. To this end:
- a. I must provide my own device/computer to access the Board's Office365 Teamsite.
 - b. I will be provided with a board email address which I must use for all Board correspondence and access to the Teamsite, and this email is subject to the school's Email and IT policy
 - c. I must keep login, password details and access to the Board's Office365 Teamsite strictly confidential.

Signed:

Signature:	
Name:	
Date:	