



## Canberra Montessori Society

### Role Agreement for Board Members

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

**Full Name of Volunteer:** \_\_\_\_\_

**Volunteering as:** \_\_\_\_\_

*(e.g. Finance Committee Member)*

#### **By accepting a position on/with a sub-committee of the Board:**

1. I understand I have an obligation of maintaining confidentiality. As such, I will:
  - a. Maintain confidentiality of all documents and of any deliberations by the Sub-Committee on those matters.
  - b. Maintain the confidentiality of any staff issues and any individual viewpoints that are expressed during deliberations of the Sub-Committees.
  - c. Not disclose to anyone any confidential information acquired by virtue of my position with the Sub-Committee
  - d. Not use any confidential information acquired by virtue of my position on the Sub-Committee 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 volunteering in this role.

2. 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 Sub-Committee.
  - c. 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.
  - d. Be committed to collective responsibility for all matters pertaining to the Sub-Committee.
  - 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 Sub-Committee any issues that may affect its work 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 Sub-Committee meeting by reading all material provided in advance of each meeting.
  - i. To make every effort to attend any meeting I am required for.
  - j. To commit to fulfil any undertakings given by me to the Sub-Committee to complete tasks in the agreed time frame.
  - k. In undertaking the affairs of the Sub-Committee, 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 Sub-Committee and the wider environment within which it operates.
  - m. Not promise or solicit an action prior to a vote or a meeting.
3. I understand that I must provide my own device/computer as the Sub-Committee uses a range of cloud tools for document creation and sharing and Board policy is to work electronically wherever possible.

**Signed:**

Signature:	
Name:	
Date:	