

AUCS Inc. Board – Governance Policy 1.7

Role of AUCS Board Chair

The Adelaide University Childcare Centres (AUCS) Board 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 Governance Policy 1.1- Responsibility of the Board and Governance Policy 1.6 - Duty of Board Members to a high standard.

This involves:

- understanding the aims and philosophy of the AUCS Campus Childrens 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

The Chair must:

- Ensure a fair distribution of the work load between Board members.
- Develop and maintain 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.
- Develop and maintain relationship with members of the Board and Centre staff teams.
- Provide mentoring and support to the Centre Directors, and be responsible for performance reviews of the Centre Directors'.
- Work closely with the Centre Directors, Secretary, Treasurer and Board members to ensure decisions are implemented.
- Induct new Board members.
- Oversee the Business Continuity and Emergency Management Plan.

The Chair may:

- 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 and unions.

Attributes

Essential

1. Ability to chair meetings with sound understanding of good governance and management principles.
2. Ability to quickly acquire appropriate knowledge of:
 - the operations of the 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 and the children's education and care services industry generally.

Desirable

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