

Plenty Valley Montessori School Association NOMINATIONS HANDBOOK 2021



Key dates

Nominations close: 9 April 2021 at 4.30 PM at North-Eastern Montessori School

Annual General Meeting: 19 May 2021 at North-Eastern Montessori School

Key Contacts

Company Secretary

Manoli Galanakis, bus.mgr@northeastern.vic.edu.au

Directors:

- **Chair:** Neil Champion, neil@board.northeastern.vic.edu.au
- **Deputy Chair:** Susan Jansen susan@board.northeastern.vic.edu.au
- Amod Joshi amod@board.northeastern.vic.edu.au
- Justin Garrett justin@board.northeastern.vic.edu.au
- Margaret Abernethy margaret@board.northeastern.vic.edu.au
- Mun Rosewarne mun@board.northeastern.vic.edu.au
- Rebecca Norris rebecca@board.northeastern.vic.edu.au

Introduction

Thank-you for considering nominating for an Elected Director's position on the Plenty Valley Montessori School Association (PVMSA) Board. Our business name is North-Eastern Montessori School, and the name of PVMSA may be changed to match in the future.

We value your commitment to good governance of our school and hope that, after reading through this Handbook, you will feel able to nominate. Strong organisations have many able people who can fulfill important roles. The Board is charged with the responsibility of making this a strong organisation. Your nomination will be a welcome sign that PVMSA is going from strength to strength.

Good governance occurs when Directors take a whole of organisation view when making decisions. Directors are not elected to 'represent' particular groups or even PVMSA members. Rather, they are elected because they have qualities that are valued by members. This includes experience as a parent in our school community as well as a commitment to the

good order of the whole organization both now and well into the future.

Register of Members

The Register of Members is kept by the Company Secretary, who updates it on the advice of families. The Register is updated whenever a new family is enrolled or when a written request, signed by the relinquishing Member and the proposed new Member, is received by the Company Secretary. The Board has oversight of the PVMSA Register of Members.

- One parent/guardian is entitled to be a Member of PVMSA.
- Teachers at NEMS are not entitled to be Members.

Due date for changes to the Register of Members: 17 May 2021

For all enquiries about the Register of Members contact the Company Secretary, Manoli Galanakis, at the school, or by email bus.mgr@northeastern.vic.edu.au

Key Qualities and Specialist Skills of Directors

Background

The Plenty Valley Montessori School Association (PVMSA) was established in 1976 as a not-for-profit public company limited by guarantee. The Association is governed by a Board of Directors appointed in accordance with the PVMSA Constitution and the PVMSA Board Charter. The Association's business name is North-Eastern Montessori School (NEMS). A new PVMSA Constitution was adopted in 2019.

One of the main objectives of the Association is to operate a School in accordance with Montessori principles and practices of education and human development. This objective has now been expanded to include the provision of Long Day Care and Out of School Hours Care to supplement the pre-school and primary school education in accordance with Montessori principles and practices.

Key position objectives

All PVMSA Directors have the full legal and ethical responsibilities of a Company Director. They provide strategic guidance and effective governance for the School, and effectively oversee and review School Management. Directors work on a pro bono basis. There is no remuneration and expenses are not normally reimbursed.

Duties and responsibilities

All PVMSA Directors are expected to:

- act for the benefit of the School;
- act with skill, care and diligence;
- demonstrate commercial reasonableness in their decisions;
- discharge their duties in good faith and honestly;
- disclose real, perceived or potential conflicts of interest;
- do not engage in conduct likely to discredit the School;
- maintain Board confidentiality at all times;
- engage in respectful debate within Board meetings;
- actively support Board decisions when engaging with the Community;
- do not make improper use of information gained as a Board Member;

- fulfil their fiduciary duty to the School;
- give of their expertise generously to the School;
- make appropriate enquiries to ensure the School is operating efficiently and legally to achieve its goals;
- undertake diligent analysis of all proposals placed before the Board, and
- use the powers of their office for a proper purpose.

Key qualities we are looking for:

- ability to analyse problems objectively and act decisively
- leadership skills with an ability to develop and implement a shared vision
- well-developed communication skills
- strong sense of teamwork and high degree of integrity
- an understanding of the difference between the governance role of the Board and the management role of the Principal
- commitment to serve the best interests of the Plenty Valley Montessori School Association (PVMSA)
- time to fulfill the role (at least 2-3 days per month).

Specialist skills we are seeking:

- senior legal, financial (i.e. CA, CPA), management, or building and construction expertise
- experience on a Board and a deep understanding of the role of the Director.

Commitments

- One Board meeting per month
- Annual General Meeting attendance (19 May 2021)
- Involvement in at least one Board Committee including Committee meeting attendance
- Occasional *ad hoc* or extraordinary meetings as required
- Meeting preparation (reviewing or preparing documents for discussion)
- Some involvement in school activities is desirable though not essential

Before taking their place on the Board, Directors must satisfy various regulatory authorities that they are a *Fit and Proper Person* and have a *Working with Children Check* or *VIT registration*.

Plenty Valley Montessori School Association (PVMSA) ELECTED DIRECTOR NOMINATION FORM

Nominee Name		Member (Y or N)	
Address		Postcode	
Email Address		Phone	
Signature		Date	

Nominated By:

Name		Member? (Y or N)	
Signature		Date	

Seconded By:

Name		Member (Y or N)	
Signature		Date	

- **Personal Statement**

Nominees are required to attach a personal statement of up to one typed page, which includes your response to the Key Qualities Sought. This statement will be distributed to Members prior to the 2021 AGM.

Attachment: Personal Statement

Personal Statement of: