

**APPOINTMENT CRITERIA
FOR BISHOP'S APPOINTEES ON BOARDS OF TRUSTEES**

PART A – CATHOLIC SPECIAL CHARACTER CRITERIA

The Bishop offers the following criteria, as applicable, to be used in making recommendations and appointments.

The prospective appointee

- (a) is a baptised, committed Catholic, actively involved in the Church
- (b) shows knowledge of and willingness to uphold the teachings of the Church
- (c) has a proven commitment to Catholic education
- (d) is aware of the need for confidentiality when required
- (e) possesses good communication skills and shows ability to relate to others. especially in difficult situations
- (f) is sensitive to matters of equity and justice
- (g) is conscious of the need to foster a close relationship with the parishes and to be active in fostering that relationship
- (h) shows a willingness to reach out to and show respect for the different cultural values and family backgrounds of the school community
- (i) where it is practically possible is sending his/her school-age children to Catholic schools

PART B – RESPONSIBILITIES OF A BISHOP'S APPOINTEE

1. To show loyalty to the Bishop as Proprietor and head of the Diocese.
2. To uphold the Catholic Special Character of the school
3. To play a full part in the work of the Board of Trustees and, in particular, to regularly attend and participate in Board meetings.
4. To keep the Bishop informed of matters affecting the school, particularly those affecting Catholic Character
5. To Report annually, in writing, to the Bishop, on the state of the school, using a set format.
6. To attend the training sessions for Boards of Trustees. These are held in Auckland and Whangarei.

7. To consult with the Bishop in matters of dispute that might impinge on the Catholic Special Character of the school.
8. To have knowledge of, or work to acquire knowledge of, Diocesan policies regarding schools and the Handbook for Boards of Trustees.
9. To become and remain conversant with matters that influence Catholic Special Character and concern Catholic schools, particularly the appointment of staff, staff relationships and enrolments.
10. To maintain Diocesan policy, even when it is unpopular.

PART C - EDUCATION ACT REQUIREMENTS

Under Section 103 of the Education Act 1989 persons are not eligible to be appointed as Proprietor's Representatives if they are

- mentally disordered (within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992); or
- an undischarged bankrupt; or
- prohibited from being a director or promoter of, or being concerned or taking part in the management of, a company under sections 382, 383 or 395 of the Companies Act 1993; or
- a permanently appointed member of the Board staff; or
- contracted or sub-contracted by the Board without the approval of the Secretary of Education and receives payments exceeding \$25,000 in any financial year (this provision is set out in section 103A of the Education Act). This would also cover situations where a person has a 10% or more shareholding in the contracting company or a company that controls the contracting company; or
- subject to a property order under the Protection of Personal and Property Rights Act 1988; or
- a person in respect of whom a personal order has been made under that Act that either the person is not competent to manage his or her own property affairs, or does not have the capacity to communicate/make decisions relating to his/her welfare/personal care; or
- a person who has been convicted of an offence punishable by imprisonment for 2 years or more, or who has been sentenced to imprisonment for any other offence, unless that person has obtained a pardon, served the sentence, or otherwise suffered the penalty imposed on the person; or
- not a New Zealand citizen, and is –
 - a person to whom section 7 of the Immigration Act 1987 applies; or
 - a person obliged, by or pursuant to that Act, to leave New Zealand immediately or within a specified time, being a time that was less than 12 months; or
 - deemed for the purposes of that Act to be in New Zealand unlawfully.