



Nagle Education Alliance of Australia - NEAA

Executive Committee

Induction Document – 2020

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1. Introduction – history / background of NEAA

The Nagle Education Alliance of Australia (Inc) is an organisation of schools committed to the Presentation charism and the legacy of Nano Nagle. It developed from an earlier, smaller grouping of schools and, with expanded membership, was launched and incorporated in 2013.

The NEAA believes that the Presentation charism has lasting value. The continued relevance of the Nano Nagle story is an inspiration for Presentation People to make a difference in their world and in the way we live the Gospel.

Vision

The Nagle Education Alliance of Australia is committed to perpetuating the legacy of Nano Nagle in Australian education. The NEAA provides leadership to school communities across Australia in their endeavour to identify with, express and live out the Presentation charism and mission by sharing resources and experiences.

Mission

Bringing Australian Presentation People together through education and social justice.

The NEAA works in collaboration with the Society of Australian Congregation of the Presentation of the Blessed Virgin Mary and the Presentation Sisters who form the Society's membership.

The NEAA undertakes a number of activities in pursuit of these aims, among them:

- a biennial Schools Staff Conference;
- a biennial Schools Student Leadership Conference;
- the development, promotion and circulation of resources relating to the charism and mission of the Presentation Sisters and Nano Nagle;
- the sharing of resources relating to specific areas of activity in schools: leadership; administration; social justice initiatives; and excursion / immersion experiences;
- a biennial pilgrimage to Ireland for people in positions of leadership in NEAA schools;
- the organisation of particular initiatives that can support the aims of the NEAA, such as a national Nagle Prize for students in member schools.

2. Committee Induction Process

It is expected that all new Committee Members undergo an induction process. The induction process will include an initial meeting which can be conducted by any current Committee Member and the Executive Officer.

The purpose of the induction process is to ensure that new Committee Members have a broad understanding of the NEAA, their role, culture and operations of the Executive. Effective induction for new Committee Members is crucial to ensure new Committee Members can feel informed and able to participate as a Committee Member.

The meeting should be undertaken prior to the new Committee Member's first Executive meeting. If the meeting does not include the President a separate catch up with the President should be arranged.

Prior to the first meeting

The New Committee Member will be given a reference file including the following documents:

- Induction document
- Letter of Appointment as a Responsible person
- Constitution of the Organisation
- Strategic Plan – including Vision, Mission and Values
- Future Calendar of Events / Activities, including previous Executive Committee meetings (as well as past 12 months of key events / activities)
- Committee and EO Contact List
- Include information relating to meeting costs, Executive members pay all meeting costs themselves (usually their school covers costs), only EO costs are covered by NEAA. Where a dinner is held each member covers their own costs. The school hosting the meeting will cover catering costs, unless the meeting is held at another venue and catering costs will be included in budget for event, eg. Principal's Retreat held in March 2018 at Werribee Mansion, Victoria and the Spiritual Leadership Forum held in Perth in March 2020

New Committee Members should also receive a recent set of Committee Papers from the past 12 months – that include agendas, minutes, and financials or any other relevant documents that may have been distributed. The Executive Officer will explain who is on the current committee (their roles and responsibilities) and in particular the role of the president and executive officer. The Executive Officer will also provide a brief explanation of the role and responsibility of a committee member. It may also be helpful that either the EO or President discuss a new committee member's prior experience on Boards/Committees to identify skills, experience and learning needs, as well as what they hope to gain from their time on the NEAA Executive committee.

Rules of the Association

NEAA is incorporated under the Associations Incorporation Reform Act 2012 (1 April 2014).

“Some organisations, like associations, can only conduct business in their 'home' state or territory. By becoming a registered Australian body, these organisations can trade throughout all states and territories within Australia.” NEAA was registered as a Registrable Australian Body on 13 June 2014 (Australian Registered Body Number 169 911 497)

As NEAA is a Registrable Australian Body, the ACNC is the main regulator. NEAA is a registered charity with the Australian Charities and Not-for-profits Commission (from 27 November 2014) with subtype of Advancing religion. NEAA is required to submit the AIS (Annual Information Statement) by 30 June each year (for organisations with a December financial year-end).

Committee Members

- Prime responsibility is to represent the best interests of the NEAA at all times. Committee members are charged with the responsibility of representing and making decisions in the best interest of the NEAA as outlined by the strategic plan. Specifically, individual members do not represent a particular Presentation school and that, while there seems to be an attempt to create a committee representation from Primary/Secondary schools and Congregations, each individual should be identified because of perceived governance skills.
- Committee Members do not have a constituency or represent a particular interest group.
- Committee Members have legal responsibilities – reference - Declaration of Responsible persons from ACNC
- NEAA provides Director's Insurance
- Generally, flights, transport, accommodation costs are covered by schools or congregations or in some instances are self-funded by individual executive members

Meeting Dates / duration

Provide a timetable of meeting dates / start times / and likely finish times (for members to arrange flights home)

Note not all meetings are face-to-face. Some meetings are held via webinar. Meetings that are face-to-face are usually held over two-half days. On the night members are together it is custom that all members attend dinner together as a way of getting to know each other and sharing Presentation insights.

Meeting papers

- Explain papers are sent to Committee Members two weeks prior to the meetings.
- It is expected that Committee Members will read the papers prior to the meeting.

Strategic Meetings

- One meeting per year identified as a 'Strategic Meeting'.
- These meetings provide time to explore / discuss a key issue.

Expectations at meetings

- Committee Members are expected to arrive prepared for the items outlined on the agenda.
- Committee Members should pay attention to those agenda items that are to be simply noted and those which require discussion.
- If Committee Members need more information prior to the meeting they can contact the Executive Officer or President or discuss an issue with another Board member.
- While the President chairs the meeting, all Committee Members have a role in ensuring the meeting runs effectively.
- Formal voting is not generally observed in decision-making processes at committee meetings with the exception of issues with direct link to the Constitution. Generally voting is done on a consensus model.

Committee Minutes

- Circulated within two weeks of meeting.

New Committee Members will be asked to provide feedback after their first 12 months on the committee that may assist with the future induction of executive committee members.

Administration Checklist

- Ensure the Committee Member understands the importance of declaring any conflict of interest as it may arise. (This is done at each meeting.)
- The Committee member will also complete a Declaration for responsible persons (from ACNC)
- Confirm best contact details (including school / workplace contact details, email and mobile phone number) and all data currently held by NEAA.
- Ensure we have a current and acceptable photo of the new Committee Member
- Update website with bio details for each new Committee Member
- Order name badge

3. Letter re Appointment as Responsible person

20 February 2021

Dear Deborah

Appointment as a responsible person for NEAA

Congratulations on your appointment to the governing body of the Nagle Education Alliance of Australia (NEAA).

In your role, you have a special opportunity to contribute to the work and life of the NEAA. Being a committee member can be challenging at times, but it can also be a rewarding way to help NEAA achieve its charitable purpose.

As a member of the NEAA, a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), you have duties and responsibilities that come with your role. You may also have other obligations and duties to other government agencies or under other laws.

The ACNC governance standards set core, minimum governance standards that all charities must meet. Governance standard five requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties. These duties generally require you to be careful and conscientious in your role and to act with common sense and integrity.

The duties are:

- **To act with reasonable care and diligence.** You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place.
- **To act in good faith in the best interests of the charity and for a proper purpose.** When acting as a committee member you must make decisions that are in the best interest of the charity and to further its charitable purpose.
- **Not to improperly use information or position.** Any special knowledge that you gain as a committee member must only be used for the benefit of the charity and never to further personal or other interests. Similarly, you must not use your position to improperly gain an advantage for yourself or someone else, or cause detriment to the charity.

- **To disclose conflicts of interest.** If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your personal interests, you must disclose this responsibly.
- **To ensure that financial affairs are managed responsibly.** Ensure that there are systems and processes in place that ensure that the charity's resources are being effectively put towards the charity's charitable purpose and are protected from misuse.
- **Not to allow the charity to operate while insolvent.** You must ensure that the charity can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.

Knowing and carrying out your duties as a committee member helps NEAA to carry out its charitable purpose and protects its resources against misuse. You can find more information about the duties of those who manage charities on the ACNC's website (www.acnc.gov.au) or in the ACNC's guide *Governance for good*.

If you have any concerns about meeting these duties, talk to the President or Executive Officer or contact the ACNC for information. Remember that there are resources available and people who can help you to better understand and meet your duties.

Congratulations again on your appointment as a committee member of the NEAA. Thank you for donating your time and expertise.

I ask that you please sign below and return.

Regards

Dale Morrow
President

I Deborah Ryan, agree and understand the duties required by the ACNC in being a responsible person on behalf of the NEAA and its members.

Signature

Date

4. NEAA and Executive Committee Members Insurance

NEAA and all Executive Committee Members (as of August 2020) are now covered by Insurance from ANZVAR. The details are:

- Public & Products Liability \$20M
- Directors and Officers \$1M

In August 2020 the premium of \$2427.46 was paid, valid for 12 months

5. List of Executive Members – 2020

Dale Morrow (President), Delma Horan, Vivienne Awad, Catherine Dunbar, Filina Virgato, Valerie Thomas, Susan Miller, Ray Rose, Brigid Knight, Des Fox

Executive Members – 2021

Dale Morrow, Delma Horan, Valerie Thomas, Susan Miller, Ray Rose, Helen Spencer, Des Fox, Deborah Ryan

NEAA Executive Committee – years of service

Name	Year (s)	Position
Sandra Diafas Star of The Sea College, Gardenvale, VIC	2013-2016	Executive Member President
Dale Morrow, St Rita's College, Clayfield QLD	2013-2020 2017 -	Executive Member President
Anne Pitos Iona College, Perth, WA	2013-2016	Executive Member
Catherine Dunbar St Ursula's College, Yeppoon, QLD	2013-2020	Executive Member
Mary Turnock, Corpus Christie Primary School, TAS	2013-2016	Executive Member
Vivienne Awad, Domremy College NSW	2013 - 2020	Executive Member
Louise Gunther, Avila College, VIC	2013 - 2016	Executive Member
Bernard Carey, St Joan of Arc Catholic Primary School, Haberfield, NSW	2014 - 2018	Executive Member

Delma Horan, Nagle College Blacktown NSW	2014 -	Executive Member
Filina Virgato, Presentation College, Windsor VIC	2017 - 2020	Executive Member
Susan Miller pbvm	2017 -	Executive Member
Ray Rose, Iona Presentation College, WA	2018 -	Executive Member
Brigid Knight, St Mary's College, TAS	2019 - 2020	Executive Member
Valerie Thomas, Mater Dei, College, Wagga Wagga, NSW	2019 -	Executive Member
Des Fox, St Joan of Arc, Primary School, NSW	2020 -	Executive Member
Deborah Ryan, St Ursula's College, Yeppoon, QLD	2021	Executive Member
Helen Spencer, St Marys' College, TAS	2021	Executive Member

NEAA Executive Officers

2013	Mary Ciccarelli
2014	Carolyn Woodhouse
2015	Mary Ciccarelli
2016	Carolyn Woodhouse
2017 -	Louise Gunther

Additional documents that would be provided to new Executive Committee members include:

6. Minutes of past meetings and most recent AGM

7. Audited Accounts for previous year

8. Strategic Plan: 2019 - 2021

9. NEAA Constitution