



CATHOLIC DIOCESE OF AUCKLAND

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) is loyal to the Bishop as Proprietor and head of the Diocese
- (d) has a proven commitment to Catholic education
- (e) is aware of the need for confidentiality when required
- (f) does not have any conflict of interest e.g. spouse is an employee of the school
- (g) possesses good communication skills and shows ability to relate to others especially in difficult situations
- (h) is sensitive to matters of equity and justice
- (i) is conscious of the need to foster a close relationship with the parishes and to be active in fostering that relationship
- (j) shows a willingness to reach out to and show respect for the different cultural values and family backgrounds of the school community
- (k) where it is practically possible is sending his/her school-age children to Catholic schools
- (l) is willing to attend training sessions for Boards of Trustees offered by the Catholic Schools Office each year. These are held in Auckland, Whangarei, Kaitaia and Thames.

PART B – ROLE OF A BISHOP'S APPOINTEE

1. Participate fully in Board activities.
2. Ensures the school remains a Catholic school, while working closely with the Principal and other Board members.
3. Ensures that the school fulfils its primary purpose of giving a Catholic education to Catholic children and young people.
4. Be a channel of communication between the school and the Bishop or the Bishop's Agents and ensures they are informed promptly of any matters of concern..
5. Assist in preserving the Catholic Special Character by being aware of relevant Diocesan policies, and by acquiring knowledge and expertise in the areas which influence Catholic Special Character, in particular staff appointments, staff relationships, school programmes and pupil/student enrolments.

6. Seek to ensure that the school strives for excellence in all of its endeavours.
7. Be sensitive to matters of equity and justice, and have respect for different cultural, ethnic and family backgrounds and circumstances.
8. Support the Religious Education programme and DRS.
9. Consult with the Bishop or the Bishop's Agents and/or keep them informed about matters of concern or dispute that might impact on the Catholic Special Character of the school.
10. Ensure the Catholic community's property is kept in good order.
11. Communicate with the Bishop or the Bishop's Agents on a regular basis, about property issues.
12. Report to the Bishop in writing annually.
13. Be conscious of the close relationship that needs to exist between the school and the Parish Church community, and assist in fostering that relationship.
14. Ensure that there is at least one Bishop's Appointee on any committee dealing with appointment matters. This includes direct involvement in the appointment processes when delegated to the Principal.

PART C - EDUCATION ACT REQUIREMENTS

Section 103 of the Education Act 1989 lists the categories of persons who are not eligible to be elected, co-opted or selected to a casual vacancy as trustees. The list is set out below. A person who:

- is an undischarged bankrupt; or
- is 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 385 of the Companies Act 1993; or
- is a permanently appointed member of the Board staff, unless they are standing for election as a staff representative; or
- contracts or sub-contracts with 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
- is subject to a property order under the Protection of Personal and Property Rights Act 1988; or
- is 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
- is 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
- is 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.

No person who has been appointed returning officer for an election of trustees is eligible to be nominated as a candidate in the election.

Section 103B Requirements before Appointment

Before a person is elected, co-opted, or appointed as a trustee, the person must confirm to the governing board that he or she is, to the best of his or her knowledge, eligible to be a trustee, having regard to the grounds of ineligibility in section 103.