

PLENTY VALLEY MONTESSORI SCHOOL ASSOCIATION

PVMSA Board Chairperson election

Call for applications - 2016



1. BACKGROUND

The Chairperson of the Plenty Valley Montessori School Association Board is elected from amongst the Directors of the Association and is responsible for leadership of the Board and for the efficient organisation and conduct of the Board. The Key Responsibilities of the Chairperson are set out in the Position Description available from the PVMSA website: www.pvmsa.org/pvmsa-chair.

The Chairperson is elected at the first meeting following each Annual General Meeting. The Association's Constitution sets out the following process to determine who will chair Board meetings:

21.7 Chair of meetings

(a) At the first Board meeting, a chair will be elected from the Directors present in person. The person who has been elected as chair may chair each subsequent Board meeting. At any subsequent Board meeting, a new chair may be elected. On the election of the new chair, the new chair will chair subsequent Board meetings. The Directors may elect a Director to chair a Board meeting by a majority vote.

2. APPOINTMENT PROCESS

In 2012 the PVMSA Board established the following process for the election of the Board Chairperson on the basis of relevant skills and experience required to meet the Key Selection Criteria set out in the Position Description:

1. The election of a Chairperson will take place at the first meeting following the Annual General Meeting. Further elections may be conducted if and when deemed necessary, however it is recognised that continuity in Board Chairperson appointments is desirable in order to achieve long term planning and the achievement of strategic goals.
2. Persons wishing to nominate for the position of Chairperson will provide to the Company Secretary a letter of application and a written submission that specifically addresses the above key selection criteria, one week prior to the next Board meeting. The Company Secretary will circulate applications to all Directors for consideration well prior to the Board meeting.

3. At the Board meeting, non-candidate Directors will form an interview panel to consider each written application and interview each candidate separately. The initial interview questions should be limited to clarification of the written applications. These questions may differ between the candidates. The subsequent questions may be a set of behavioural questions that are deemed appropriate to be asked to all of the candidates. All questions are to be objective in nature and framed to assist the panel in clarifying the skills and experience of the applicant, in line with the key selection criteria.
4. At the conclusion of all interviews, non-candidate Directors will conference and compare responses to each candidate and, if possible, reach consensus before the final secret ballot.
5. At the conclusion of the pre-ballot conference, the Company Secretary will conduct a secret ballot to elect the new Chairperson. All Directors (including candidates) will be invited to indicate their preferred candidate on a Ballot Paper. The Company Secretary will determine which candidate has received a majority of votes, and announce this person to be the new Chairperson.
6. The above process will be conducted in all cases, regardless of the number of Chairperson candidates.

3. TIMELINE

Date	Action
16 May 2016	PVMSA Annual General Meeting
17 May 2016	All PVMSA Directors advised in writing of election process
13 June 2016	Closing date for lodgment of applications with PVMSA Company Secretary
20 June 2016	June PVMSA Board meeting & Chairperson election

4. VICE CHAIRPERSON

Following the election of the PVMSA Chairperson, the PVMSA Vice-Chairperson will be elected from among remaining interested Directors. A Position Description for the PVMSA Vice-Chairperson is available from the PVMSA website: www.pvmsa.org/pvmsa-vice-chair.

5. FURTHER INFORMATION

Further information on the role of the PVMSA Chairperson can be obtained from the PVMSA Company Secretary.

Yours sincerely,

PVMSA Board

17 May 2016