

## APPENDIX 1

The following description of the responsibilities of the owners, governance and administration is not intended to be exhaustive, but rather highlight some of the important responsibilities and functions each circumscription council must clarify for the effective and efficient running of all educational works. Local legal requirements must be taken into account when setting up organisational structures and reviewed by competent experts.

### OWNERSHIP

The circumscription council itself or Spiritans appointed by the council shall act in the name of the Congregation as the legal owners and will have certain powers reserved in their name as the owners. The owners have the right and duty:

- a) to protect and safeguard the rights and privileges of the Congregation in educational works - regarding questions of ownership and property, the mission, the objectives and purpose of an educational work;
- b) to appoint competent personnel on the basis of their suitability, skills and qualifications to posts in educational works - including professed members on boards of governors as a means of ensuring and maintaining the Spiritan ethos or values;
- c) to ratify and confirm the appointment of certain officers, such as the chairperson of the board of governors, the president, vice presidents, principals, vice-principals and ratify any contracts made with the aforesaid officers, as determined in the statutes or bylaws of the educational work;
- d) to ratify and confirm the election or removal of any individual to or from the board of governors as set forth in the bylaws, including the modality of their election and replacement;

- e) to appoint Spiritans as chaplains to educational works in collaboration with the board of governors and management;
- f) to give their approval to the purchase, sale of property or any indebtedness to be incurred by the educational establishment (as explained in 6.3);
- g) to receive an annual report, as well as request any information from the board of governors regarding the running of the educational work, its financial sustainability and management;
- h) to approve any legal action to be taken in the name of the educational work that could involve the name of the Congregation.

## **GOVERNANCE**

The governing board has a regulatory function and deals with the affairs of the educational work and is subject to the reserved powers of the owners. The number of members on the board of governance, its terms of reference, officers and functioning shall be determined in the statutes or bylaws of the educational work. The board has the following specific responsibilities:

- a) for working closely with the owners in implementing the Spiritan vision and ethos in the educational work;
- b) for being the principal policy-making body of the educational work;
- c) for writing and updating the Mission Statement and ensuring its dissemination;
- d) for appointing key personnel and officers, as determined in the statutes or bylaws and subject to the approval of the owners - such as other members of the board, president(s), vice-presidents, principals and vice-principals;
- e) for engaging in periodic evaluations of key personnel and officers as well as the reviews of overall school performance;

- f) for receiving a report annually, or more regularly if needed, on the financial state of the education work;
- g) for receiving an annual report on how the educational work is fulfilling the purpose and objectives of the Congregation;
- h) for the creation of committees with specific responsibilities and terms of reference for the well-being of the educational work.

## **ADMINISTRATION**

The primary people responsible for the running of an educational work is the designated leadership or administration team, beginning with the president or principal and then all the other members of staff. The leadership team has the responsibility:

- a) for inculcating and implementing the Spiritan vision and shared ethos or values within the educational community on a daily basis, both inside and outside the classroom;
- b) for the implementation of policies and in following local legal requirements;
- c) for the administration and maintenance of high standards in human formation and education;
- d) for recruiting other members of staff, who are as far as possible committed to the school ethos, as well as signing a legal contract with each employee in order to safeguard the rights, duties and obligations of both parties;
- e) for fulfilling the requirements and implementation of the institutions safeguarding-policy document.