



Role Description: Independent Chair of the CSPQ Board

Approved October 2025 CSPQ Interim Board

Position Overview

The Independent Chair of Catholic School Parents Queensland (CSPQ) is a leadership position responsible for guiding the effective functioning of the CSPQ Board. The Chair must be independent of any Diocesan Parent Body and act as both facilitator and representative of CSPQ.

Key Requirements

- Must be a parent/carer of a child in a Catholic school.
- Must not be affiliated with or a member of any Queensland Diocesan Parent Body.
- Elected at the Annual General Meeting.
- Demonstrate a commitment to the Catholic faith and the Church's mission in education.
- Be committed to the mission and vision of CSPQ.
- Have experience of parent bodies and parent leadership in education.
- Have a knowledge of education issues.
- Have previous experience chairing a board or similar body.
- Be able to project a strong and credible profile for the CSPQ with government and others.
- Have strong leadership and consensus building skills while still honouring different/divergent views.
- Have strong communication and relationship building skills.
- Be generally aware of government and its ways of working.

Voluntary Position

The position is a volunteer position. The CSPQ Chair should be able to devote the time required to serve in the role.

Tenure

The Chair may serve a maximum of two consecutive two-year terms. Namely, up to four (4) years in total.

Costs

Costs associated with the Chair's attendance at Council meetings and other events/functions/ meetings on behalf of CSPQ will be met by CSPQ.

Core Responsibilities

1. Leadership & Governance

- Convene and chair all CSPQ Board and Annual General Meetings using the Shared Wisdom Model.
- Provide leadership of the Council of CSPA, ensuring its effectiveness in all aspects of its role, including setting the agenda for Council meetings with the Executive and Executive Director and chairing of meetings.
- Ensure meetings are functional, respectful, and effective.
- Be in regular communication and meet with the Executive Director.
- Facilitate the effective contribution of all board members and ensuring constructive relations between all members and the Executive Director.
- Exercise a **casting vote** in the event of a tie, in addition to a deliberative vote.

2. Strategic Oversight

- Lead the Board in strategic planning and resource management.
- Ensure follow-through on board decisions and action items.

3. Representation & Advocacy

- Act as a **spokesperson** for CSPQ in conjunction with the Executive Director.
- Represent CSPQ at meetings, events, and public functions.

4. Support & Accountability

- Oversee and support the Executive Director's work on behalf of the Board.
- Ensure Board effectiveness and cohesion across dioceses.

5. Disciplinary Authority

- May recommend or lead disciplinary action against Board members in cases of misconduct or breach of CSPQ standards.
- May recommend or lead disciplinary action against CSPQ Executive Director in cases of misconduct or breach of CSPQ standards.

Meetings

- At least three (3) times a year.
- Convened by the Chair via the Executive Director with at least 14 days' notice.
- Require a 75% quorum of voting delegates/members.
- Special meetings can be called by the Chair, board directive, or three board delegates/members.