



Role Description: CSPQ Board Delegate

Approved October 2025 CSPQ Interim Board

Position Overview

Catholic School Parents Queensland (CSPQ) Board Delegates play a vital governance role in supporting CSPQ. Members represent their Diocesan Parent Bodies or are co-opted, contributing to the strategic direction, oversight, and effective functioning of CSPQ.

Key Requirements

- Must be a parent/carer of a child in a Catholic school.
- Elected at a General Meeting of the Parent body of the Diocese in which their children attend school.
- 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 strong 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 Board delegate should be able to devote the time required to serve in the role.

Membership & Term

- **Delegates** nomination must be endorsed by their respective Diocesan Bishop and Education Director.
- **Delegates** may serve a maximum of two consecutive two-year terms. Namely, up to four (4) years in total.
- Eligible for reappointment after a two-year break.
- **Co-opted Members** are appointed as needed, reviewed annually, and may be removed at the Board's discretion.
- Membership ends if the individual no longer qualifies (e.g. no longer a parent/carer).

Costs

Costs associated with a board delegate's attendance at board meetings and other events/functions/ meetings on behalf of CSPQ will be met by CSPQ.

Core Responsibilities

1. Governance & Strategic Oversight

- Manage the administration of CSPQ's affairs, property, and funds.
- Interpret the Constitution and address matters not explicitly covered.
- Formulate advice on new policies or significant policy changes.
- Participate in and contribute to planning aligned with CSPQ's objectives.

2. Active Participation

- Attend a minimum of three board meetings annually (plus the AGM), either in person or virtually.
- Contribute to sub-committees, discussions, and documentation.
- Engage with and act on matters between meetings as required.

3. Representation & Communication

- Provide regular reports from their Diocesan Parent body to the CSPQ Board.
- Represents and reports back to and for Diocesan Parent Body, advocates for Catholic school parents.
- Stay informed on current education and parent-related issues.

4. Decision-Making & Conduct

- Make decisions by consensus or majority vote when necessary.
- Each delegate holds one vote; the Chair has a casting vote in ties.
- Uphold standards of conduct in meetings and represent CSPQ respectfully.

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 members.
 - Special meetings can be called by the Chair, board directive, or three board delegates.
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