

**BOARD FOR LUTHERAN EDUCATION AUSTRALIA**  
**Terms of Reference**

**1. NAME**

Board for Lutheran Education Australia, referred to as “the Board”.

**2. RELATIONSHIP TO THE CHURCH**

The Board is a board of the Church and is accountable to the Church through the General Church Board and shall fulfil its responsibilities in keeping with the Constitution and the policies of the Church.

**3. PURPOSE**

The Board shall set the strategic direction and establish the overall policy environment for the schools of the Church.

**4. AUTHORITY**

The Board for Lutheran Education Australia has the authority to carry out its purpose and responsibilities set out in Articles 2, 3 and 4 of the Constitution of Lutheran Education Australia Ltd, and shall be exercised consistent with the Constitution and By-laws of the Church.

**5. MEMBERSHIP**

5.1 The Board of Directors shall consist of seven [7] members:

5.1.1 one [1] pastor of the Church;

5.1.2 three [3] lay members of the congregations of the Church; and

5.1.3 one [1] representative from each of the regions of Lutheran Education Queensland, Lutheran Education Victoria/New South Wales/Tasmania, and Lutheran Education South Australia/Northern Territory/Western Australia, upon nomination to the Standing Committee of Nominations by the respective region.

5.2 The members shall be appointed by the General Church Board on recommendations from the Standing Committee on Nominations.

5.3 The Board membership shall consist of people, with a passion for mission and ministry and relevant skills, qualifications and experience in the following areas:

5.2.1 finance;

5.2.2 risk management;

5.2.3 governance;

5.2.4 Lutheran education; and

5.2.5 law.

5.4 The membership will include a mix of backgrounds and perspectives which, together with the relevant skills, qualifications and experience will enable the Board to fulfil its role.

5.5 The Board shall regularly review the relevant skills and experience required to ensure the composition of the Board is aligned with the strategic direction of Lutheran Education Australia and the Church.

5.4 The Directors shall elect a Director as the Chairperson, on nomination of the General Church Board.

5.5 Consultants of the Board shall be

5.5.1 the Executive Director of Lutheran Education Australia; and

5.5.2 such other persons as the Board may appoint to contribute specialised knowledge that is not available among the Board members.

The Board may from time to time meet without the presence of any consultant.

**6. MEETING ARRANGEMENTS AND REPORTING**

- 6.1 Regular meetings of the Board shall be held at least once a year.
- 6.2 Meetings shall be convened by the Chairperson.
- 6.3 It is at the discretion of the Board to meet face-to-face, by electronic means, or a combination of modes.
- 6.4 The minutes of the meetings of the Board shall be submitted to the General Church Board.
- 6.5 An annual report of the activities of the Board and any subsidiary bodies shall be submitted to the General Church Board. In addition to the annual report, the General Church Board and the Board for Lutheran Education Australia may mutually agree to a more regular reporting schedule from the Board.

## **7. RESPONSIBILITIES**

- 7.1 The Board shall set the strategic direction and establish the overall policy environment for the schools of the church and as such shall
  - 7.1.1 promote Lutheran schools as agencies of Christian education;
  - 7.1.2 uphold and safeguard the confessional teachings of the Church, especially as these relate to the nature, purpose and program of the schools;
  - 7.1.3 provide strategic leadership and support for the schools of the Church in those matters designated as national areas of responsibility as agreed from time to time;
  - 7.1.4 formulate national policy that gives direction to Lutheran schools as agencies of Christian education of the Church;
  - 7.1.5 promote, support and ensure the implementation of approved policy and associated procedures in the schools, working through regional structures;
  - 7.1.6 work in close co-operation with the Church, in particular with regional organisational arms of Lutheran education and other appropriate departments of the Church;
  - 7.1.7 represent Lutheran schools and regions nationally to the Church, its departments, committees and auxiliaries, and to Australian Lutheran College;
  - 7.1.8 research, make approaches, represent and act on behalf of regions and schools in relation to the Commonwealth government, its departments and government authorities and political parties, respond to Commonwealth government directives and initiatives relating to education and associated matters, and provide representation to national educational bodies where strategic and appropriate;
  - 7.1.9 develop co-operative working relationships with other sectors of education at national level;
  - 7.1.10 approve the establishment of new schools and change in function of existing Lutheran schools in consultation with the regions;
  - 7.1.11 develop, coordinate and evaluate the national curriculum in Christian Studies for Lutheran schools, develop resources for, and promote and support the implementation of the Christian Studies curriculum in schools through regional authorities and/or officers;
  - 7.1.12 ensure that recruitment and staffing strategies, and leadership development programs are in place to meet the needs of Lutheran schools, that accreditation requirements in accordance with policies of the Church are implemented, and that a staff database is maintained and national conferences convened to promote the welfare of those who work in Lutheran schools;
  - 7.1.13 ensure income for the operation of the Board by means of annual levies or other means from Lutheran schools;

- 7.1.14 undertake, develop and maintain key relationships with international Lutheran schools and education systems, considering compatibility with the Church's international relationships and programs, and the global focus of Lutheran schools; and
- 7.1.15 undertake other activities related to the matters designated as national areas of responsibility or as agreed with the regions.
- 7.2 The duties of the Board shall be in addition to responsibilities prescribed in Section 8.7 of the By-laws of the Church.

**8. REVIEW**

- 8.1 The Terms of Reference for the Board shall be reviewed during each synodical term.
- 8.2 Any changes to the Terms of Reference shall be approved by the General Church Board, upon review by the Standing Committee on Constitutions.