



# COMMITTEE OF MANAGEMENT COMPACT

2018

This compact details the areas agreed to by the Committee of Management for 2018 in relation to the governance of the Country Education Partnership.

***“A leading voice on rural education”***



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## MISSION AND PURPOSE

Collaboratively use its resources in rural and remote education and their communities to challenge and support them in there:

- planning and delivery of high quality learning and
- the provision of opportunities for all students.

## SHARED VALUES AND BELIEFS

- **Collaboration**  
Collaboration that fosters inclusiveness, participation, sharing and responsiveness to members
- **Leadership**  
A leadership that is proactive, innovative and creative, professional and consultative
- **Achievement**  
A focus on development, challenge, excellence and celebration

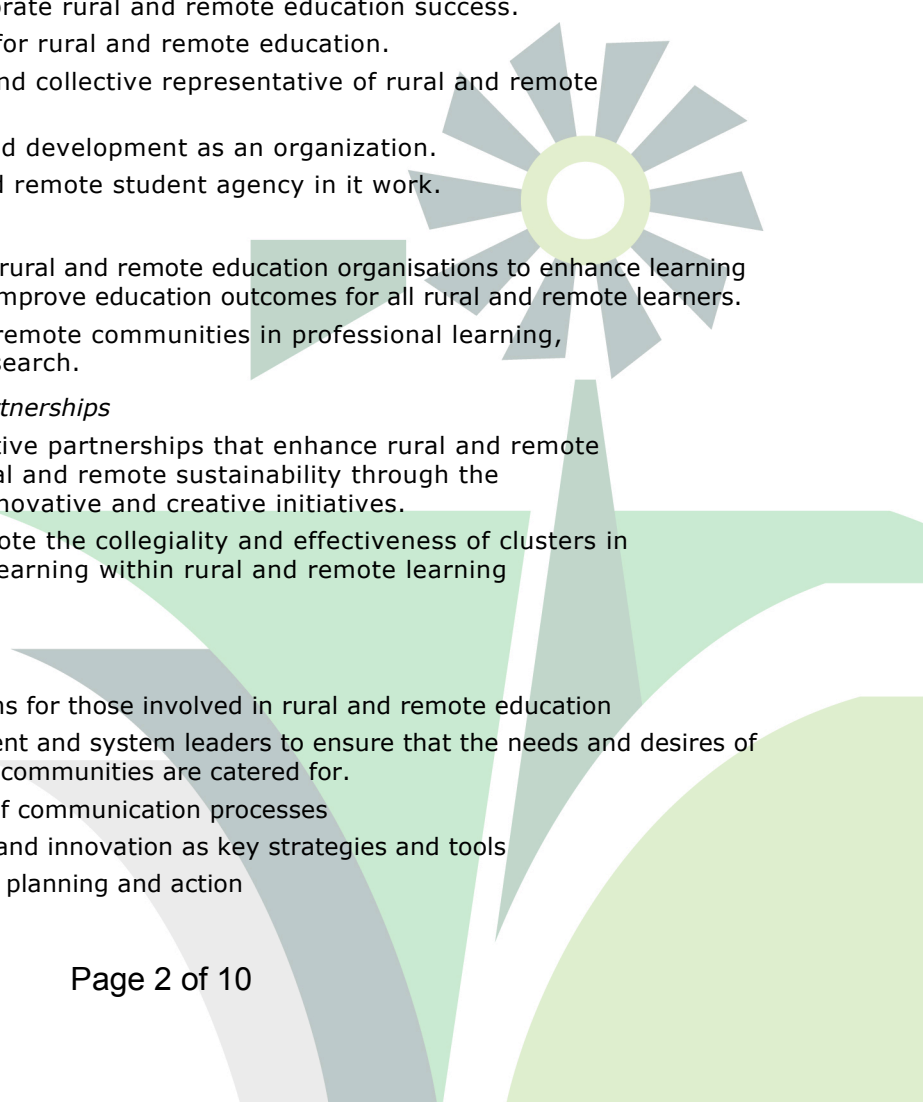
## AIMS & OUTCOMES — INDICATORS OF SUCCESS

The CEP will aim to:

- *Leadership, Advocacy and Communication*
  - Identify, encourage, challenge and communicate best practice in rural and remote education.
  - Promote and celebrate rural and remote education success.
  - Provide the voice for rural and remote education.
  - Be the advocate and collective representative of rural and remote education.
  - Achieve growth and development as an organization.
  - Facilitate rural and remote student agency in its work.
- *Learning Provision*
  - Provide support to rural and remote education organisations to enhance learning opportunities and improve education outcomes for all rural and remote learners.
  - Engage rural and remote communities in professional learning, innovation and research.
- *Creative and Innovative Partnerships*
  - Develop collaborative partnerships that enhance rural and remote education and rural and remote sustainability through the development of innovative and creative initiatives.
  - Support and promote the collegiality and effectiveness of clusters in providing quality learning within rural and remote learning communities.

### The CEP will expect to:

- Provide and deliver programs for those involved in rural and remote education
- Work closely with government and system leaders to ensure that the needs and desires of rural and remote education communities are catered for.
- Develop and use a variety of communication processes
- Facilitate and use research and innovation as key strategies and tools
- Be proactive and positive in planning and action



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## CORE FUNCTIONS AND RESPONSIBILITIES

The core functions for operational focus be:

### 1. Leadership, Advocacy and Communication

- Advocate to governments and education sectors for the development and sustainable provision of high quality learning in rural and remote communities;
- Provide leadership in rural and remote education provision, professional learning and research;
- Develop strategic links with key organizations and representatives to enhance rural and remote education;
- Lead the CEP statewide, nationally and internationally;
- Promote, advocate and communicate information and action about CEP and rural and remote education;
- Undertake research in areas relevant to rural and remote education;
- Provide an effective and interactive communication strategy focused on rural and remote education.

### 2. Learning Provision

- Ensure that quality learning is provided for all children and young people within rural and remote communities from 0-18+ years through strong leadership and challenge;
- Facilitate, and lead, the development of locally determined, place based, collaborative partnerships as a key strategy in providing high quality and engaging learning within rural and remote communities;
- Facilitate the provision of a high quality and accessible early years learning within rural and remote communities;
- Facilitate quality learning for all students in rural and remote communities;
- Support the provision of 0-18 years and beyond learning;
- Focus on developing innovative responses to rural and remote education challenges and opportunities.

### 3. High Quality Workforce

- Advocate for an effective promotional and communication strategy that promotes the teaching and education leadership opportunities within rural and remote communities;
- Facilitate partnerships between rural/remote education clusters and teacher education universities;
- Facilitate professional learning initiatives that enhance the skills and knowledge of rural and remote educators;
- Facilitate education leadership initiatives that enhance the skills and knowledge of rural and remote education leaders;
- Advocate for high quality professional learning provision for rural and remote education communities that is accessible and responsive to their needs;
- Explore innovative strategies to the engagement of educators within rural and remote communities.

### 4. Rural Youth Aspirations

- Facilitate the development and implementation of initiatives that lift the aspirations of rural young people;
- Facilitate the development and implementation of Rural Inspire;
- Undertake research in areas relevant to rural and remote youth aspirations.

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### KEY OPERATIONAL FOCI:

The key constituencies for the CEP work and focus are:

- Learners in rural communities using the following general guidelines:
  - *located at least 1.5 hours drive from Melbourne CBD*
  - *located at least 15 minutes drive from a population centre of more than 10,000.*
  - *Less than 5,000 population in their own right*
  - *Limited, or no, access to public services.*
- A government or non-government organization that provides learning within a rural community
- Rural learning clusters and communities
- State, National and International rural education organizations and communities

These operational areas will be developed through an operational and annual implementation plan. This plan will be the basis for the work of CEP and the projects it accepts. They will be reflected in the strategic plan.

### MEMBERSHIP OF CEP

The Country Education Partnership has three key membership categories including:

- Full Membership:**  
Those education organisations, clusters or individuals who fulfill the guidelines outlined above.
- Honorary Life Member:**  
Any person who has rendered special services to CEP and has been elected as a Life Member at an AGM.
- Associate Membership:**  
Any organization/individual that provides programs/services within rural communities or have similar aims to CEP.

### KEY RELATIONSHIPS

CEP will develop and sustain several core relationships. These will be with:

- CEP Members
- Key education sectors
- Government- Local, State and Federal
- State, National and International contacts relevant to CEP work
- Rural and remote communities
- Rural Local Government

## GOVERNANCE

The Country Education Partnership is an incorporated body that was formed in 1991 as a not for profit charitable organization and functions within the Associations Incorporation Act 1981.

Its governance operates on a three-tier level that recognises the needs of the organization to be decisive and responsive while maintaining member representation and participation.

### **(i) Executive Board:**

An Executive Board will consist the following membership:

- the chair of CEP Committee of Management
- three "office bearers" of the Committee of Management
- up to two co-opted members of the Committee of Management
- Executive Officer as ex officio.

The role of the Executive Board will be to:

- Establish the broad direction and vision for CEP.
- Plan for the medium to long term future of CEP.
- Develop through participation and monitoring a successful and effective strategic plan.
- Develop, review and update policies for CEP.
- Focus on managing the financial sustainability of CEP.
- Enter into contracts, agreements and partnerships as required.
- To lead the advocacy for CEP and stimulate interest in its work.

Executive Board meetings are open to all members of the Committee of Management to attend.

### **(ii) CEP Committee of Management:**

The Committee of Management of CEP is elected at the Annual General Meeting as detailed within the organisations constitution.

In addition, the Committee of Management (once elected) may co-opt up to two people with specific expertise and knowledge to enhance the work of CEP.

It also has the option to invite representatives from relevant key stakeholder organisations, as appropriate, as non-voting members.

An "invited chair" with expertise and knowledge of rural education and rural communities chairs the Committee of Management.

The Committee of Management has the responsibility to meet the mission, core functions and operational foci of the organization. This is reached through the achievement of the agreed aims and outcomes for CEP.

The role for the Committee of Management will be:

- To provide advice and input into the work of the Executive Board of CEP.
- To be a central forum for rural learning issues, ideas and response
- To monitor and approve the strategic plan and annual operational plan of the organisation
- To generate new ideas from rural and remote communities for consideration by CEP
- Approve then monitor the annual operational plan, budget and CEP policies
- To support and develop Sub Committees in consultation with Executive Officer and staff.
- Report annually to members.
- To be active in representing CEP in rural and remote communities, promoting and stimulating interest in CEP and its work.
- Develop communication and promotional strategies and policies for CEP.
- Participate within the advocacy role of CEP and

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The expectations for all members of CEP Committee of Management are:

- To actively attend and participate in committee of management activities.  
*NB: In the event of a Committee of Management member not attending three consecutive meetings of the Committee, they will relinquish their position on the Committee.*
- To represent rural and remote learning communities.
- To be active in response and contribution to CEP decisions and actions.
- To provide advice and ideas when and where appropriate.
- To positively promote the CEP, its mission, values and goals to rural and remote communities.
- To act collegially with CEP members when opportunity presents.
- To participate in Working Groups established to support the work of CEP.

### **(iii) Working Groups**

The committee of management will form, and support Working Groups to explore in greater depth the key areas of work, or investigation, that CEP is focused on at any given time.

These Working Groups will operate with a clear focus, and be in existence for the time required for the specific work focus to be achieved.

These Working Groups are a strategic step in linking the operational activity of the organization with its policy direction, and also link the committee members and staff employed through CEP.

#### Composition of Working Groups

- Be convened by a member of the Committee of Management
- Members of the Committee of Management will elect to participate in Working Groups – members can participate in more than one working group if they choose.
- Each working group has the option to co-opt up to three members from CEP membership that are not members of the Committee of Management .
- Relevant staff of CEP.

#### Role of Working Groups

##### *Moral Purpose:*

- To lead CEP in discussion relevant to the focus area of the working group.

##### *Expectations:*

- To be the interface between the Committee of Management and staff;
- To inform the committee of management on issues discussed;
- To ensure ongoing communication between working group members.
- To be aware of the challenges and opportunities facing rural and remote learning communities as they relate to the focus of the working group.

##### *Accountability:*

- Report to the Committee of Management at each meeting
- Ongoing communication with staff.

##### *Reporting:*

- Agended report at each Committee of Management meeting

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## ROLE OF THE CHAIR

The position of Chair shall be an invited position for a period of 2 years.

The Chair shall hold office until the Annual General Meeting next after the expiry date of their election and may be invited to be chair for a further two years on the agreement of members present at the Annual General Meeting.

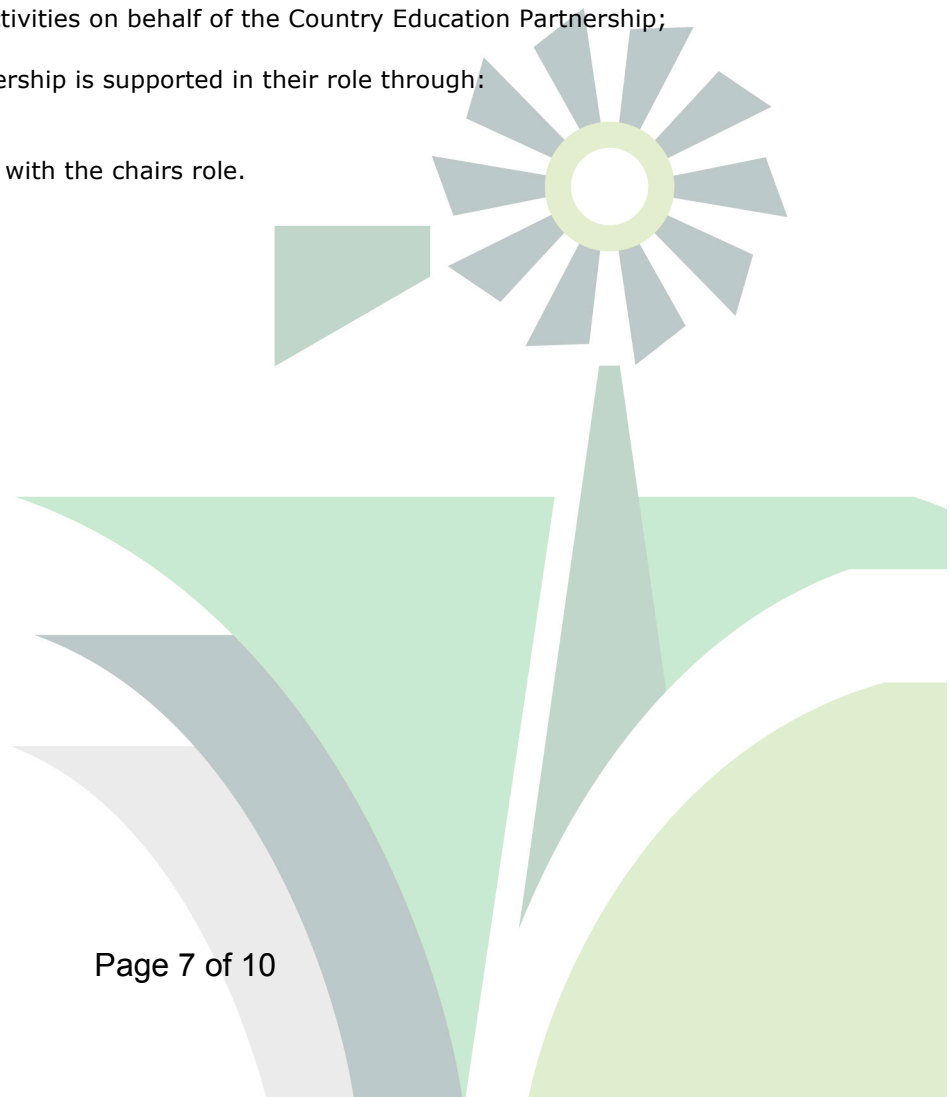
The selection of the Chair will be made by the members of the Committee of Management, by a two thirds majority, at least two months prior to the Annual General Meeting. The selection will be endorsed at the Annual General Meeting.

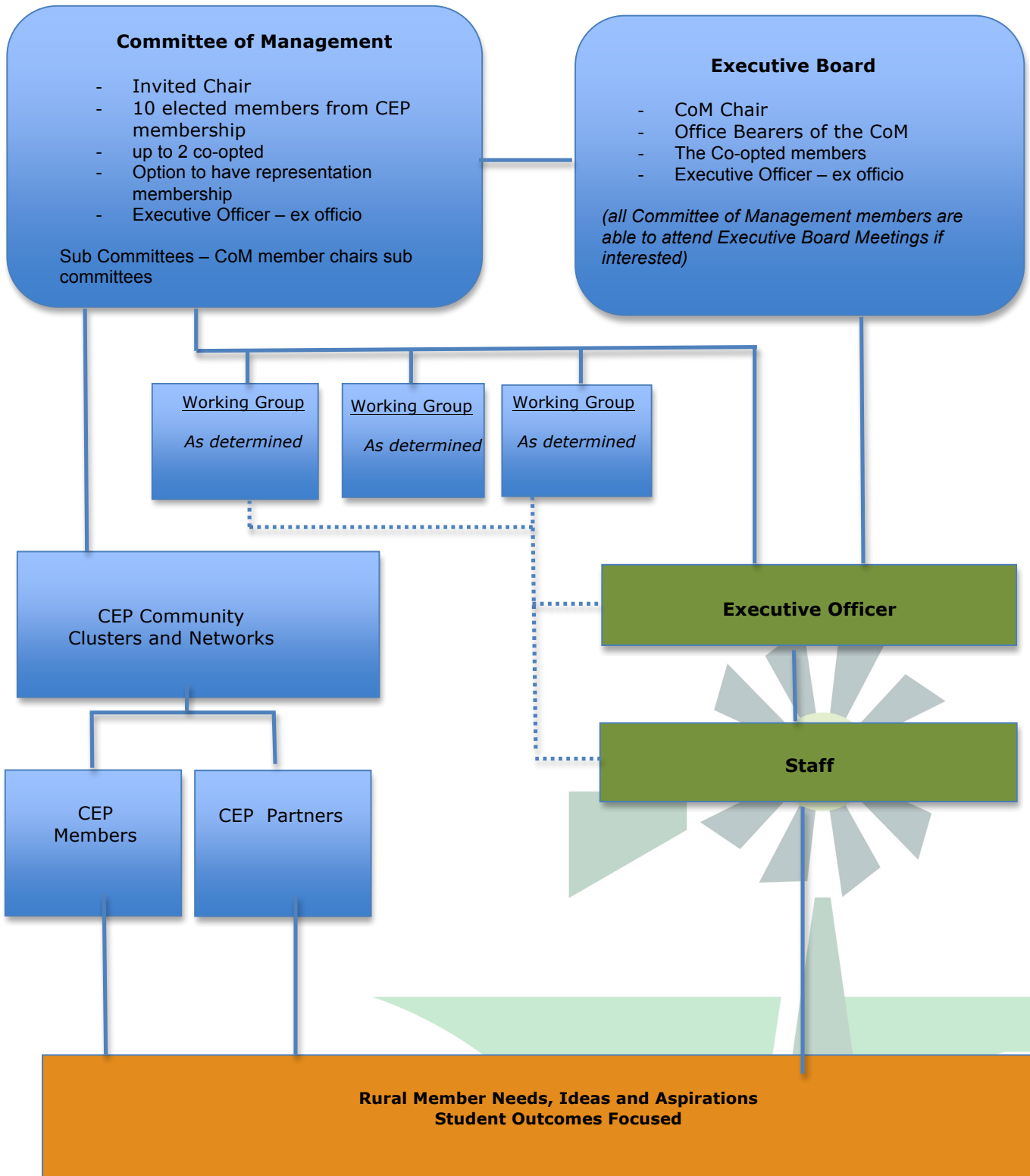
The role of the Chair is to:

- Chair the Committee of Management meetings of the Country Education Partnership;
- Chair the Executive Board meetings of the Country Education Partnership;
- Facilitate information to Committee of Management and Executive Board members;
- Advocate for, and communicate the views of the organization to governments, education sectors and key stakeholder organisations;
- Provide a leadership role in ensuring that CEP remains a respected organization within the education community and continues to be acknowledged as the voice of rural and remote education;
- Ensures that CEP remains a champion of rural and remote communities through encouraging creative and innovative approaches to ensuring all rural and remote children and young people have the learning opportunities they need and desire.
- In conjunction with the Executive Officer facilitate the development of the Strategic Plan and Action Plan of the organization;
- Oversee the appointment, support and review of the Executive Officer;
- Attend relevant events and activities on behalf of the Country Education Partnership;

The Chair of Country Education Partnership is supported in their role through:

- The allocation of a stipend;
- Covering the costs associated with the chairs role.







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## **COMMITTEE OF MANAGEMENT MEMBERS:**

### **Committee of Management Meetings:**

The Committee of Management meets four times annually with these meetings (inclusive of the Annual General Meeting) being face the face meetings.

Other meetings are conducted through video links, teleconferences or web based communication as required.

The face to face meetings are held in conjunction with Country Education Partnership events and include:

- the annual meeting held in March
- other face to face meetings – one in each of the school terms and generally linked to other activities organized by CEP – eg Rural Education Conference.

### **Attendance at Committee of Management Meetings**

The role of the Committee of Management is a very important one. It is expected that members of the Committee of Management will make every effort to attend meetings.

If unable to attend a meeting, it is expected that all papers and reports are read and comments passed on prior to the meeting.

*In the event of a Committee of Management member not attending three consecutive meetings of the Committee, they could relinquish their position on the Committee.*

### **Quorum**

Any five elected committee members constitute a quorum for the conduct of the business of a meeting of the Committee of Management.

### **Support for Committee of Management Members:**

Support can be provided in the following ways as detailed within the CEP Policies and Guidelines:

- coverage of accommodation if needed for face-to-face meetings.
- travel costs to and from meetings as required
- financial support to cover CRT costs if required
- Support is also provided when committee members are representing CEP on its behalf. For example: coverage of conference costs, coverage of costs associated with travel on CEP Inc business, etc.

### **Executive Board Meetings**

Executive Board meetings are held at least four times a year, and are held through the use of an online communication platform.

These meetings are held at a agreed time between the members of the Executive Board.

## **FOCUS AREAS OF WORK FOR 2018**

Please find attached an outline of the Focus Areas of work identified by CEP for 2018.

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