



The College of Law Limited
ACN 138 459 015

COLV Chapter Board Charter

Approved 16 December 2014
Revised 16 November 2015
Revised 21 March 2016
Revised 22 May 2017

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1. Introduction

- 1.1. The College of Law Victoria Chapter Board (COLV Chapter Board) is established under article 8.10 (e) of The College of Law Limited (COLL) Constitution.
- 1.2. COLL is committed to providing current and relevant legal education of the highest quality to the Victorian legal profession. The primary function of the COLV Chapter Board is to enable the COLL Board of Governors to fulfil the College's commitment to the Victorian legal profession. To that end the COLV Chapter Board will have the responsibilities set out in paragraph 2.

2. Responsibilities

The responsibilities of the Chapter Board are to provide advice and guidance to the COLL Board of Governors as follows:

- 2.1. Assist COLL to conduct its business in Victoria in a way that maintains a Victorian identity and in a manner that is cognizant of local needs and the perspective of local stakeholders;
- 2.2. Assist COLL to maintain Victorian relations with the regulator, the profession, law schools and law societies;
- 2.3. Provide the COLL Board of Governors with Victorian, market analysis and information relating to the local practical legal training (PLT) sector;
- 2.4. Assist in the development of a Victorian marketing strategy;
- 2.5. Participate and contribute to stakeholder relations especially with the Victorian alumni as instructed by the COLL Board of Governors;
- 2.6. Provide feedback to the COLL Board of Governors about Victorian curriculum content;
- 2.7. Provide feedback to the COLL Board of Governors on the quality of COLL's programs in Victoria;

- 2.8. Comment on Victorian matters affecting the sustainability of COLL's operations in Victoria (after receiving quarterly reports on enrolments and budget variations and trends);
- 2.9. Be a forum to provide the COLL Group Chief Executive Officer and Chapter Chair with recommendations to the COLL Board of Governors for a whole of College strategy for communications;
- 2.10. Act as an interface between COLL and stakeholders in Victoria as instructed by the COLL Board of Governors;
- 2.11. Provide advice and guidance to the Chapter Chair and the Victorian Executive Director with respect to each of the foregoing matters.

3. Administration Matters

Membership, attendance at meetings and term

The COLV Chapter Board will comprise:

- 3.1. A person appointed by the COLL Board of Governors as Chair who has a deep and comprehensive understanding of the Victorian legal profession;
- 3.2. COLL Chief Executive Officer and Principal;
- 3.3. The senior executive staff member (however named) of COLL in Victoria;
- 3.4. Four Victorian legal professionals (one of whom may be a Victorian legal academic) with strong Victorian connections and ties to the legal profession, to be appointed by the COLL Board of Governors;
- 3.5. The term of the four Victorian legal professionals, as detailed in Section 3.4 of this Charter, will be for two years following their appointment, or as otherwise determined by the Board.
- 3.6. A quorum shall be two;
- 3.7. The Secretary of the COLV Chapter Board shall be the Company Secretary of COLL.

- 3.8. All external Chapter Board members will be paid such remuneration as the Board of Governors determine from time to time.

4. Meetings

- 4.1. The COLV Chapter Board will meet, at least four times per year, usually in February, May, August and November. A planning day will be held between February and May each year to discuss the forthcoming Annual Business Plan.

The proceedings of all meetings will be minuted with draft minutes provided to the Chair for review within 21 days of the meeting and circulated to the COLV Chapter Board within 30 days of each meeting. The minutes are to be included in the papers for the next COLL Board meeting after each COLV Chapter Board meeting.

5. Board Reporting

- 5.1. The Group Chief Executive Officer in conjunction with the Chapter Chair will report at least bi-annually to the COLL Board of Governors on all material activities of the COLV Chapter Board as and when they arise. Minutes of the COLV Chapter Board meetings will be included in the COLL Board Papers for the information of Governors.

6. Review of this Charter and the COLV Chapter Board

- 6.1. The COLV Chapter Board will review this Charter biennially to ensure it remains appropriate to the full scope of necessary oversight and make recommendations to the COLL Board of Governors for any amendments.