



The College of Law Limited  
ACN 138 459 015

# COLSA Chapter Board Charter

Approved 22 May 2017  
Revised 20 March 2018  
Revised 20 May 2019  
Revised April 2021  
Revised April 2023

The College of Law, Level 9  
19 Grenfell Street, Adelaide, SA 5000

# Table of Contents

- 1. Introduction ..... 3**
- 2. Responsibilities ..... 3**
- 3. Administration Matters..... 4**
- 4. Meetings..... 4**
- 5. Board Reporting ..... 4**
- 6. Review of this Charter and the COLSA Chapter Board ..... 5**

**The College of Law Limited (ACN 138 459 015)**  
**COLSA Chapter Board Charter**  
**Approved 22 May 2017**  
**Revised 20 March 2018**  
**Revised 20 May 2019**  
**Revised April 2021**  
**Revised April 2023**

## **1. Introduction**

- 1.1. The College of Law South Australia Chapter Board (COLSA 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 South Australian legal profession. The primary function of the COLSA Chapter Board is to enable the Board of Governors to fulfil the College's commitment to the South Australian legal profession. To that end, the COLSA 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 Board of Governors and COLSA Executive Team via the office of the Chief Executive Officer as follows:***

- 2.1 Assist COLL to conduct its business in South Australia in a way that maintains a South Australian identity and in a manner that is cognizant of local needs and the perspective of local stakeholders;
- 2.2 Assist COLL to maintain South Australian relations with its stakeholders, including the regulator, firms, law schools and law societies in South Australia;
- 2.3 Provide the COLL Board of Governors with South Australian market analysis, competitor intelligence and information relating to the local practical legal training (PLT) sector and post admission sector, where applicable;
- 2.4 Assist in the development of a South Australian marketing strategy;
- 2.5 Develop, contribute and participate to stakeholder relations especially with the South Australian graduates as instructed by the COLL Board of Governors;
- 2.6 Provide feedback to the COLL Board of Governors on the quality of COLL's programs in South Australia.
- 2.7 Comment on South Australian matters affecting the sustainability of COLL's operations in South Australia (after receiving quarterly reports on enrolments and budget variations and trends);
- 2.8 Be a forum to provide the COLL Group CEO and Governor Chair with recommendations to the COLL Board of Governors for a whole of College strategy for communications;
- 2.9 Act as an interface between COLL and stakeholders in South Australia as instructed by the COLL Board of Governors;

- 2.10 Provide advice and guidance to the Chair of the COLSA Chapter Board, the Group Chief Executive Officer and the COLSA Executive Director with respect to each of the foregoing matters.

### **3. Administration Matters**

#### ***Membership, attendance at meetings and term The COLSA 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 South Australia legal profession;
- 3.2 COLL Chief Executive Officer and Principal;
- 3.3 The senior executive staff member (however named) of COLL in South Australia;
- 3.4 Three South Australian professionals (one of whom may be a South Australia legal academic) with strong South Australian connections and ties to the legal profession, to be appointed to the COLSA Chapter board by the COLL Board of Governors.
- 3.5 the term of the three South Australian 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 a simple majority.
- 3.7 The Secretary of the COLSA 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**

#### ***Frequency***

- 4.1 The COLSA Chapter Board will meet, at least four times per year, usually in February, August and November. In addition a planning day will be held between March and April each year to discuss the forthcoming Annual Business Plan.

#### ***Minutes***

- 4.2 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 COLSA Chapter Board members within 28 days of each meeting. The minutes are to be included in the papers for the next COLL Board meeting after each COLSA Chapter Board meeting.

### **5. Board Reporting**

- 5.1 The Group Chief Executive Officer will report to the COLL Board of Governors on all material activities of the COLSA Chapter Board as and when they arise. The Chief Executive Officer will ensure that Minutes of the COLSA Chapter Board meetings will be included in COLL Board papers for transparency and for the information of Governors.
- 5.2 Where Board approval is required, the Chief Executive Officer with the COLSA Executive Director will ensure the necessary recommendations are provided to the COLL Board of Governors.

## **6. Review of this Charter and the COLSA Chapter Board**

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