



The College of Law Limited  
ACN 138 459 015

# COLQ Chapter Board Charter

Approved 22 February 2012  
Revised 16 November 2015  
Revised 21 March 2016  
Revised 22 May 2017

The College of Law, Level 5, Wesley House  
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## **1. Introduction**

- 1.1. The College of Law Queensland Chapter Board (COLQ 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 Queensland legal profession. The primary function of the COLQ Chapter Board is to enable the Board of Governors to fulfil the College's commitment to the Queensland legal profession. To that end, the COLQ 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 as follows:**

- 2.1 Assist COLL to conduct its business in Queensland in a way that maintains a Queensland identity and in a manner that is cognizant of local needs and the perspective of local stakeholders;
- 2.2 Assist COLL to maintain Queensland relations with the regulator, the profession, law schools and law societies;
- 2.3 Provide the COLL Board of Governors with Queensland competitor intelligence and market analysis;
- 2.4 Assist in the development of a Queensland marketing strategy;
- 2.5 Participate and contribute to stakeholder relations especially with the Queensland alumni as instructed by the COLL Board of Governors;

- 2.6 Provide feedback to the COLL Board of Governors about Queensland curriculum content;
- 2.7 Provide feedback to the COLL Board of Governors on the quality of COLL's programs in Queensland.
- 2.8 Comment on Queensland matters affecting the sustainability of COLL's operations in Queensland (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 Queensland as instructed by the COLL Board of Governors;
- 2.11 Provide advice and guidance to the Chapter Chair and the Queensland Executive Director with respect to each of the foregoing matters.

### **3. Administration Matters**

#### ***Membership, attendance at meetings and term***

The COLQ 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 Queensland legal profession;
- 3.2 COLL Chief Executive Officer and Principal;
- 3.3 The senior executive staff member (however named) of COLL in Queensland;
- 3.4 Three Queensland professionals (one of whom may be a Queensland legal academic) with strong Queensland connections and ties to the legal profession, to be appointed to the COLQ Chapter board by the COLL Board of Governors;
- 3.5 The term of the three Queensland professional, 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 COLQ 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 COLQ 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.
- 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 COLQ Chapter Board members within 30 days of each meeting. The minutes are to be included in the papers for the next COLL Board meeting after each COLQ Chapter Board meeting.

#### **5. Board Reporting**

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

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

- 6.1 The COLQ 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.