Tarremah
Steiner School

Position Title: Tarremah Steiner School Foundation Council Member

Reports To: Council Chair

Position Type: Voluntary/Non-Executive

Position Summary:

The Tarremah Steiner School Foundation Council Member will provide strategic advice and governance oversight to ensure the effective and efficient use of resources in alignment with the school's mission and goals.

The position will:

- Support the Council Chair and the School Chair in achieving the missions and aims of the school, to ensure that the School maintains its professionalism, reputation and strong Steiner ethos
- Maintain professional development requirements at a minimum the Independent Schools Tasmania online Management training
- Assume responsibilities for specific projects either by volunteering and/or as requested, such as serving on Council committees, representing Tarremah Steiner School at meetings, or preparing reports
- Remain current with the activities of the School by following its publications, website, issues, and initiatives
- Inform the Council of new developments or issues and staying proactive in helping position the School to best meet its aims
- Represent the School at events
- Promote the School at every opportunity and representing the best interests of School at all times
- Assist with managing strategic goals, policy, budget and programs in a timely manner in consultation with other Council Members
- Forego personal interests in support of actions that are for the good of the School and support decisions made by the Council
- Be accountable to the objectives set in the Strategic Plan

Qualifications:

Skills

- Strong analytical and financial acumen and maintain personal responsibility for financial literacy
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Strong understanding of regulatory and compliance issues including on future capital projects.

Attributes

- Analyse complex issues and develop effective solutions
- Communicate effectively, both orally and in writing
- Use electronic communication/IT programs effectively
- Exhibit strong relationship and leadership skills, including effective communication skills and the ability to work effectively with other members of the Council
- Understand and proactively act on trends
- Think in relation to multiple futures vs. one future
- View change as a creator of new opportunities vs. viewing change as a threat
- Synthesis important information into knowledge for strategic advantage
- Adapt to a complex environment
- Focus on vision and outcomes vs. programs and actions

Personal Attributes

- Maintain confidentiality
- Willing to explore creative methods for addressing difficult challenges
- Handle ambiguous and complex situations well, always bringing focus to the School's pursuit of its mission and strategic objectives
- Maintain strong values of fairness, honesty and compassion in dealing with all constituencies
- Maintain a high level of commitment to the school and its mission and vision
- Able to discuss controversial topics effectively
- Work constructively with other Council Members and administration
- Keep an open mind on issues
- Ask for and listen to one another's ideas and input
- Seek to improve personal leadership performance

Time Commitment:

- Prior to monthly meetings review all reports - financial, administrative and other materials
- Attendance at least 70% of all Council meetings and be accountable for timely response to all communication
- Commit to a three (3) year term

Application Process:

Interested candidates should submit a resume, cover letter, and references to Penny Finlay at finlay.penny@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.