

1. MEMBERSHIP

- 1.1 The Association is composed of the Principals of Catholic Schools with a Secondary School component, both diocesan and congregational, in the Archdiocese of Adelaide and the Diocese of Port Pirie. The Association also includes an invited representative from CESA.
- 1.2 As members, Principals contribute experience and expertise to the goals and mission of the Association.
- 1.3 There will be an annual membership fee.

2. MEETING STRUCTURE

- 2.1 The Association generally holds two meetings each term.
 - 2.11 *Meetings follow a particular pattern; however, the structure is flexible to meet the changing needs of the Association.*
 - Meetings generally commence at 1.30pm and conclude at 5.40pm. These meetings include extended time for professional development activities. All meetings will include a Mass or Liturgy.
 - The meetings are followed by dinner or refreshments provided by the host school.
- 2.2 Each meeting begins with a prayer organised by the host Principal. The format of the Association's meetings includes time for:
 - a) Professional sharing of ideas and expertise
 - b) Guest speakers
 - c) Reports from committee representatives of the Association
 - d) Reports from individuals representing the Association on various bodies
 - e) Representatives of the Catholic Education Office to meet with the members of the Association

Reports should normally be presented in writing at least one week prior to the meeting so that they can be distributed with the Agenda.

- 2.3 The 1st meeting of each year is hosted by CESA, with subsequent meetings held at members' schools on a rotation basis.
- 2.4 The second meeting of each year is a combined meeting with the members of DEPSLA.
- 2.5 The Association holds a Retreat every 2-3 years. APCSS supports other national and international conferences and Professional Development activities by consensus.

3. EXECUTIVE STRUCTURE

- a. The Executive of the Association will consist of the elected positions of Chairperson, Deputy Chairperson, Treasurer, CaSPA Director (usually the Deputy Chair), Executive Members, if required (for gender balance or special need) and Executive Officer.
- b. The Executive Officer (appointed to a 2-year term) will assist the Chair and the Executive in running the Association's business.
- c. In consultation with the Executive, the Chairperson will appoint a Minute Secretary to assist with the Association's business – in particular the Minute taking at Association meetings. This will normally be the Chairperson's PA/Secretary.
- d. The Treasurer, in consultation with the Executive Officer, will manage the finances of the Association. This will include a Budget, quarterly reports, a final report for the year and also an annual audit. Schools will be invoiced annually for the membership fee as well as their component of the Executive Officer's salary and expenses. The Chair, Deputy Chair, Treasurer and Executive Officer will be signatories to the account.
- e. Positions on the Executive will be for a two-year period, with the Deputy Chair being the Chair-elect, and CaSPA Director.
- f. Executive members will be eligible for one extension of term in their current elected position.
- g. The APCSS Chair and CaSPA Representative roles are kept separate in order to share the load.
- h. When due, nominations for Executive positions will be called at the penultimate APCSS meeting for the year. Elections will be held at the final meeting of the year.

4. THE WORK OF THE ASSOCIATION

4.1 The work of the Association includes the following:

- Nurturing and developing our Catholic Identity and Mission
- Consulting with members
- Developing and contributing to the development of positions on issues
- Negotiating employment conditions for members
- Working with the National education authorities
- Supporting school improvement to allow autonomous leadership to flourish in schools
- Developing networks, alliances and collaborations
- Developing and reviewing government and sector Policy

- 4.2 Much of the work of the Association is done at the Committee level with Principals being important stakeholders on SACCS Standing and Advisory Committees and Working Parties.

In 2019 the Standing Committees of SACCS were as follows:

- Finance and Infrastructure (FISC)
 - Catholic Identity and Leadership (CILSC)
 - Education (ESC)
 - People and Culture (PCSC)
- * Please note there may be changes to these committees going forward as a result of the CESA restructure

Major issues are brought before the membership for discussion, clarification and recommendation as appropriate.

Principals are invited to join the various Standing and Advisory Committees and Working Parties according to expertise, interest and needs. From time to time there will be a call for representatives for these bodies from our Association, and members will be asked to indicate their interest. If multiple offers are received, the Executive of the Association will make an appointment on the basis of best fit – mindful of the expertise, experience, workload etc on offer.

4.3 APCSS Executive

The work of this committee covers the following areas:

- ❖ Managing the day to day business of the Association
- ❖ Planning the regular meetings of the Association
- ❖ Planning the Association's biennial Conference
- ❖ Planning any other professional development needs of the Association

- 4.4 Members represent the Association on a number of outside bodies.

- 4.5 The structures and decision-making processes of the Association will acknowledge the diversity of Catholic schools.

5. RELATIONSHIP WITH THE CATHOLIC EDUCATION SOUTH AUSTRALIA (CESA)

The Association is keen to maintain our mutually supportive collaboration with the South Australian Commission for Catholic Schools (SACCS) and its executive arm, Catholic Education SA (CESA). Regular interchange of ideas takes place via meetings and conferences, APCSS members on SACCS and its various committees and CESA consultants appointed to assist schools with a secondary component.

The Association is also committed to working with other professional organizations such as the Secondary Deputy Principals' and Senior Leaders' Association (DEPSLA) and SACPPA.

6. SPONSORSHIP

APCSS encourages sponsorship to assist in the running of the Association. It enters into two-year arrangements with business partners at different levels of contribution: Platinum, Gold, Silver and Bronze. APCSS, for its part, will arrange a Community Partnership with a Community-based organization (eg St Vincent de Paul).