



The College of Law Limited  
ACN 138 459 015

# COLNSW Chapter Board Charter

Approved December 2019  
Revised 18 April 2023

The College of Law,  
Level 4, 570  
George Street,  
Sydney

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**The College of Law Limited (ACN 138 459 015)**  
**COLNSW Chapter Board Charter**  
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**1. Introduction**

- 1.1. The College of Law New South Wales Chapter Board (COLNSW 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 NSW legal profession. The primary function of the COLNSW Chapter Board is to enable the COLL Board of Governors to fulfil the College's commitment to the New South Wales legal profession. To that end the COLNSW Chapter Board will have the responsibilities set out in paragraph 2.
- 1.3. The COLNSW Chapter Board will operate jointly with and through the office of the Chief Executive Officer.

**2. Responsibilities**

***The responsibilities of the Chapter Board are to provide advice and guidance to the COLL Board of Governors and COLNSW Executive Team via the office of the Chief Executive Officer as follows:***

- 2.1. Assist COLL to conduct its business in NSW in a way that maintains a NSW identity and in a manner that is cognizant of local needs and the perspective of local stakeholders;
- 2.2. Assist COLL to maintain relations with its stakeholders, including the regulator, the profession, law schools and law societies in NSW;
- 2.3. Provide the COLL Board of Governors with NSW market analysis 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 NSW marketing strategy;
- 2.5. Develop, contribute and participate to stakeholder relations especially with the NSW 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 NSW;
- 2.7. Comment on matters affecting the sustainability of COLL's operations in NSW (after receiving quarterly reports on enrolments and budget variations and trends);
- 2.8. Be a forum to provide the COLL Group through the Chief Executive Officer and Chapter 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 NSW as instructed by the COLL Board of Governors;
- 2.10. Provide advice and guidance to the Chapter Chair, Chief Executive Officer and the COLNSW Executive Director, Pre-Admissions Program with respect to each of the foregoing matters.

### **3. Administration Matters**

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

The COLNSW 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 NSW legal profession;
- 3.2. COLL Chief Executive Officer and Principal;
- 3.3. The senior executive staff member (however named) of COLL in NSW;
- 3.4. Four NSW legal professionals (one of whom may be a legal academic) with strong NSW connections and ties to the legal profession, to be appointed by the COLL Board of Governors;
- 3.5. The term of the four NSW 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 a simple majority;
- 3.7. The Secretary of the COLNSW Chapter Board shall be the Company Secretary of COLL.

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 COLNSW Chapter Board will meet, at least four times per year, usually in February, August and November. 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 the COLNSW 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 COLNSW Chapter Board meeting.

## **5. Board Reporting**

- 5.1. The Chief Executive Officer will ensure that Minutes of the COLNSW Chapter Board meetings will be included in the COLL Board Papers for the information of Governors.
- 5.2. Where Board approval is required, the Chief Executive Officer with the COLNSW Executive Director, Pre-Admissions Program will ensure the necessary recommendations are provided to the COLL Board of Governors.

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

- 6.1. The COLNSW 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.