



The College of Law Limited  
ACN 138 459 015

# COLV Chapter Board Charter

Approved 16 December 2014  
Revised 16 November 2015  
Revised 21 March 2016  
Revised 22 May 2017  
Revised 20 May 2019  
Revised 18 April 2023

The College of Law, Level 1  
555 Bourke Street  
Melbourne VIC 3000

## Table of Contents

<b>1. Introduction</b> .....	3
<b>2. Responsibilities</b> .....	3
<b>3. Administration Matters</b> .....	4
<b>4. Meetings</b> .....	5
<b>5. Board Reporting</b> .....	5
<b>6. Review of this Charter and the COLV Chapter Board</b> .....	5

**The College of Law Limited (ACN 138 459 015)**  
**COLV Chapter Board Charter**  
**Approved 16 December 2014**  
**Revised 16 November 2015**  
**Revised 21 March 2016**  
**Revised 22 May 2017**  
**Revised 20 May 2019**  
**Revised 18 April 2023**

## **1. Introduction**

- 1.1. The College of Law Victoria Chapter Board (COLV 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 Victorian legal profession. The primary function of the COLV Chapter Board is to enable the COLL Board of Governors to fulfil the College's commitment to the Victorian legal profession. To that end the COLV Chapter Board will have the responsibilities set out in paragraph 2.
- 1.3. The COLV 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 COLV Executive Team via the office of the Chief Executive Officer as follows***

- 2.1. Assist COLL to conduct its business in Victoria in a way that maintains a Victorian identity and in a manner that is cognizant of local needs and the perspective of local stakeholders by providing advice and guidance on the local market;
- 2.2. Assist COLL to maintain Victorian relations with its stakeholders, including the regulator, the profession, law schools and law societies;
- 2.3. Provide the COLL Board of Governors with Victorian competitor intelligence market analysis and information relating to the local practical legal training (PLT) sector and post admission sector where applicable;
- 2.4. Assisting College staff in the development of a Victorian marketing strategy from a local perspective;

- 2.5. Develop, contribute and participate to stakeholder relations between the Victorian staff, Victorian graduates as instructed by the COLL Board of Governors;
- 2.6. Provide feedback to the COLL Board of Governors about Victorian curriculum content;
- 2.7. Provide feedback to the COLL Board of Governors on the quality of COLL's programs in Victoria (after receiving reports on course evaluations);
- 2.8. Comment on Victorian matters affecting the sustainability of COLL's operations in Victoria (after receiving quarterly reports on enrolments and budget variations and trends);
- 2.9. 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;
- 2.10. Act as an interface between COLL and stakeholders in Victoria as instructed by the COLL Board of Governors;
- 2.11. Provide advice and guidance to the Chapter Chair, Chief Executive Officer and the COLV Executive Director with respect to each of the foregoing matters.

### **3. Administration Matters**

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

The COLV 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 Victorian legal profession;
- 3.2. COLL Chief Executive Officer and Principal;
- 3.3. The senior executive staff member (however named) of COLL in Victoria;
- 3.4. Four Victorian professionals, one of whom may be a Victorian legal academic or non-lawyer and at least three to be in current legal practice (unless otherwise approved by the Board of Governors. All should have strong Victorian connections and ties to the legal profession. Chapter Board Members are to be appointed by the COLL Board of Governors;

- 3.5. The term of the four Victorian 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 two;
- 3.7. The Secretary of the COLV 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 COLV Chapter Board will meet, at least four times per year, usually in February, August and November. A planning day will be held in April/May 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 COLV 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 COLV Chapter Board meeting.

## **5. Board Reporting**

- 5.1. The Chief Executive Officer will ensure that Minutes of the COLV 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 COLV Executive Director will ensure the necessary recommendations are provided to the COLL Board of Governors.

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

- 6.1. The COLV 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.