



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
Revised 18 July 2023
Revised 15 April 2025

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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 legal regulators, the profession, industry associations, law schools and law student 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. Provide guidance where required to College staff in the development of a Victorian marketing strategy from a local perspective;
- 2.5. Develop, contribute to and participate in stakeholder relations between the Victorian staff and 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 COLL regarding initiatives that give back to the local profession;
- 2.12. Provide intelligence to COLL regarding working and employment patterns in Victoria within the legal profession;
- 2.13. Contribute to the College's culture of Scholarship of Teaching and Learning (SoTL).
- 2.14. 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. COLV Executive Director;
- 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 four 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;
- 3.8. 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 on Delegated Authority

- 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. Minutes of Meeting will be the primary means of informing the Board how the COLV Chapter Board has discharged its delegated oversight authority as detailed in this Charter;
- 5.3. The Chair of the COLV Chapter Board may make an oral report to the Board if required;

- 5.4. Where Board approval is required, the Chief Executive Officer with the COLV Executive Director and/or the Company Secretary 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.