



The College of Law Limited  
ACN 138 459 015

# COLWA 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 Western Australia Chapter Board (COLWA 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 Western Australian legal profession. The primary function of the COLWA Chapter Board is to enable the Board of Governors to fulfil the College's commitment to the Western Australian legal profession. To that end the COLWA Chapter Board will have the responsibilities set out in paragraph 2.
- 1.3. The COLWA 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 Board of Governors and COLWA Executive Team via the office of the Chief Executive Officer as follows:**

- 2.1. Assist the College to conduct its business in a way that maintains a Western Australian identity and in a manner that is cognizant of local needs and the perspective of local stakeholders;
- 2.2. Assist the College to maintain Western Australian relations with the legal regulator, the profession, law schools and law societies;
- 2.3. Provide the COLL Board of Governors with Western Australian competitor intelligence and market analysis relating to the practical legal training (PLT) sector and post admission sector where applicable;
- 2.4. Provide guidance where required in the development of a Western Australian marketing strategy;
- 2.5. Develop, contribute and participate to stakeholder relations especially with the Western Australian graduates as instructed by the Board of Governors;
- 2.6. Provide feedback to the Board of Governors on the quality of COLL's programs in Western Australia;
- 2.7. Comment on Western Australian matters affecting the sustainability of the Western Australian college (after receiving quarterly reports on enrolments and budget variations and trends);
- 2.8. Be a forum to provide the COLL Group through the College Group Chief Executive Officer and Chapter Board Chair with recommendations for whole of college strategy building for Communication to the Board of Governors;
- 2.9. Act as an interface between COLL and stakeholders in Western Australia as instructed by the Board of Governors;
- 2.10. provide advice and guidance to the Chapter Board Chair, Group Chief Executive Officer and the COLWA's Australian Executive Director with respect to each of the foregoing matters.

- 2.11. Provide advice and guidance regarding initiatives that give back to the local profession.
- 2.12. Provide intelligence regarding working and employment patterns in WA within the legal profession.
- 2.13. Contribute to the College's culture of Scholarship of Teaching and Learning (SoTL).

### **3. Administration Matters**

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

The COLWA Chapter Board will comprise:

- 3.1. A person appointed by the Board of Governors as Chair who has a deep and comprehensive understanding of the Western Australian legal profession;
- 3.2. COLL Chief Executive Officer and Principal;
- 3.3. The senior executive staff member (however named) of the College of Law Western Australia;
- 3.4. Four Western Australian legal professionals (of which at least one may be a Western Australian legal academic) with strong Western Australian connections and ties to the legal profession, to be appointed by the Board of Governors;
- 3.5. The term of the of the four Western Australian legal 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 COLWA Chapter Board shall be the Company Secretary of COLL.

### **4. Meetings**

#### **Frequency**

- 4.1. The COLWA Chapter Board will meet, at least four times per year, usually in February, June, 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 COLWA 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 COLWA Chapter Board meeting.

### **5. Board Reporting on Delegated Authority**

- 5.1. The Chief Executive Officer will ensure that Minutes of the COLWA 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 Chapter Board has discharged its delegated oversight authority as detailed in this Charter.
- 5.3. Where Board approval is required, the Chief Executive Officer with the COLWA Executive Director and/or the Company Secretary, will ensure the necessary recommendations are provided to the COLL Board of Governors.
- 5.4. The Chair of the COLWA Chapter Board may make an oral report to the Board if required.

## 6. This Charter

- 6.1. The COLWA Chapter Board will review this Charter biennially to ensure it remains appropriate to the full scope of necessary oversight and make recommendations to the Board for any amendments.