



# TENISON WOODS EDUCATION CENTRE ADMINISTRATIVE BOARD

## REVISED STATUTES 2004

### PREAMBLE

The Tenison Woods Education Centre (TWEC) is a ministry of the Sisters of St Joseph, Lochinvar. It is an expression of the mission of the Congregation as stated in the Constitution:

*Our call is to proclaim and witness  
to God's love and presence in the world  
by our way of life and apostolic service.  
As the mission of Jesus has been entrusted to the  
Church,  
we respond to the call of the Spirit  
through our ministries  
in the various local churches,  
the universal Church and the wider community.*

Constitutions of the Australian New Zealand Federation of the Sisters of St Joseph

The TWEC ministry was established in 1993, to provide

- comfortable, affordable accommodation where people of all religious denominations are received in a spirit of hospitality and friendliness;
- opportunities, at the Centre, in parishes and in pastoral regions, for people of our diocese and beyond to develop their appreciation and understanding of our Catholic faith. These courses and workshops are offered either as an initiative of TWEC or in response to a request for outreach to a parish or group.
- opportunities for spiritual direction and retreats.

The Congregational Leader delegates to the Board, authority to administer the TWEC ministry according to the spirit of the mission of the Congregation. This administration includes the stewardship of the resources needed by the ministry and the overseeing of promotion and programming.

### 1.0 MEMBERSHIP

- 1.1 Members of the Board are appointed by the Congregational Leader of the Sisters of St Joseph for two years, renewable for a further two years.
- 1.2 There shall be no more than fifteen and no fewer than six members of the Board.
- 1.3 The Executive of the Board shall include the Chairperson, Deputy Chairperson and Centre Co-ordinator
- 1.4 The Chairperson shall be appointed by the Congregational Leader who shall nominate the term of office.
- 1.5 The Deputy Chairperson shall be appointed by the Board who shall nominate the term of office.
- 1.6 Appointments or re-appointments to the Board and removals from the Board shall be by notice in writing, from the Congregational Leader.

1.7 No remuneration in money or money's worth shall be paid to any Board member except payment of out-of-pocket expenses.

## **2.0 BOARD RESPONSIBILITIES**

The Board shall be responsible

2.1 to ensure that Centre's ministry embody the Josephite Spirit.

2.2 to ensure that appropriate and on-going research is conducted into the ministerial, pastoral and faith education needs of adults in the local diocese; the appropriate programmes and courses to meet those needs.

2.3 to arrange for the evaluation of courses conducted by the Centre.

2.4 to assist the Congregational Leader and Team in future planning

2.5 to monitor the financial viability of the Centre and to keep careful records of all financial transactions. These shall be audited as part of the Congregational audit

2.6 to promote the Centre and its ministries.

## **3.0 MEETINGS**

3.1 The Board shall ordinarily meet at least five times in one calendar year.

3.2 The Executive will be responsible to:

- i) prepare the agenda for each board meeting;
- ii) meet as required to expedite business which may arise or need to be dealt with between board meetings.

3.3 At the meeting of the Board one half of the number of Board members, including at least one member of the executive, shall constitute a quorum. No business shall be transacted at any such meeting unless a quorum is present at the time the meeting proceeds to business.

3.4 The Chairperson, or in the Chairperson's absence, the Deputy Chairperson, shall preside at all meetings of the Board. If neither of these officers is present the Board members shall choose one of their number to be acting Chairperson for the meeting.

3.5 The Board shall that minutes are kept recording:

- i) the names of the members present at each Board meeting;
- ii) all resolutions and proceedings.

3.6 The Board shall meet annually with the Congregational Leader and Council to present a written report on the activities of the Tenison Woods Education Centre. This meeting shall also provide a forum for the Board to raise its own concerns with the Congregational Leadership Team.