



<b>ROLE DESCRIPTION - CHAIR OF THE GOVERNING BODY</b>
Final Approval Authority Governing Body 5 December 2012
Previous consideration Search & Governance 7 November 2012
Did the previous meeting approve/recommend for approval? Yes
Policy Responsibility: Clerk to the Governors
<b>Review date: December 2014. Every two years - by Search &amp; Governance in the first instance</b>

## 1. Overview

The primary role of the Chair of Governors is to lead the Governing Body in the discharge of its duties under the Instrument & Articles of Government, which are in brief: the determination and periodic review of the educational character and mission of the institution and publishing arrangements for obtaining the views of staff and students on the same; approving the quality strategy; the effective and efficient use of resources, the solvency of the institution and safeguarding its assets; approving annual estimates; the appointment, grading, suspension, dismissal and determination of the pay and conditions of holders of senior posts and the Clerk, where the Clerk is a member of staff; and setting a framework for the pay and conditions of all other staff. The Chair will also appraise and report to Remuneration Committee on the progress of the Principal and of the Clerk.

The Instrument & Articles of Government requires Corporations to appoint chairs and makes provision for the terms of their appointment:

“10—(1) The members of the Corporation shall appoint a Chair and a Vice-Chair from among themselves.

(2) Neither the Principal nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence.

(3) If both the Chair and the Vice-Chair are absent from any meeting of the Corporation, the members present shall choose someone from among themselves to act as Chair for that meeting.

(4) The Chair and Vice-Chair shall hold office for such period as the Corporation decides.

(5) The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk.

(6) If the Corporation is satisfied that the Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Chair from office and the office shall then be vacant.

(7) --

(8) At the last meeting before the end of the term of office of the Chair, or at the first meeting following the Chair's resignation or removal from office, the members shall appoint a replacement from among themselves.

(9) --

(10) At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for reappointment.”

## 2. Responsibilities & Requirements Of the Role

1. leadership of the Governing Body and chairing its meetings
2. ensuring the Governing Body exercises its responsibilities under the terms of the Instrument & Articles and other strategic and monitoring documents
3. ensuring that the Governing Body exercises collective responsibility and adheres to the standards of behaviour in the Nolan Principles and the Code of Conduct
4. encouraging all members to work together effectively and consensually.
5. ensuring working within Board protocols for use of delegated authority or Chair's action reporting on the same to the next meeting.

6. establishing a supportive but challenging working relationship with the Principal, recognising the separate roles of governance and management
7. developing an effective working relationships with the Clerk in managing and developing the work of the Governing Body
8. regularly meeting with the Principal and Clerk in preparing and developing Governing Body business to ensure accountability for Governing Body decisions
9. appraise and review the performance of the Principal and the Clerk
10. participate in the full range of responsibilities necessary for the Governing Body to discharge its responsibilities to Senior Post Holders including the Clerk
11. to lead, with reference to the Principal, the Clerk and the Search & Governance Committee where appropriate, succession planning for both the Governing Body and Senior Post Holders
12. provide leadership and feedback to other Governors, including on matters of individual performance including attendance, behaviour and removal
13. to conduct a regular programme of individual reviews of the performance and progress of Governors
14. periodically lead the Governing Body in formal and informal reviews of its own performance, its effectiveness, its structures and the information it receives
15. represent the Governing Body at external events or with external stakeholders
16. play, in agreement with the Principal, an ambassadorial role for the College
17. serve as the spokesperson for the Governing Body

The Chair will:

1. demonstrate a strong personal commitment to the College's mission and values.
2. act fairly and impartially in the Governing Body's and College's interests using independent judgement and values informed by the Nolan Principles
3. make the time commitment required of the Chair to effectively carry out the role.
4. be decisive in engaging others in decision-making processes
5. understand the distinction between governance and management
6. possess substantial experience of working with boards and understanding of the requirements of board leadership
7. be able to lead and contribute powerfully to financial and strategic planning
8. possess the skills and experience to be able to “see the big picture”
9. be willing to attend events organised by the College and other bodies.
10. ensure through liaison with the Principal and the Clerk that information presented to the Governing Body and its committees is effective and useful to members
11. ensure that Governing Body business is carried out in an efficient and effective manner appropriate for the conduct of business.
12. commit to undertake personal development in the role and lead Governors in the same.

### **3. Election**

The Chair should be elected by all eligible Board members in accordance with all statutory procedures, including the Instrument and Articles. The Chair is usually elected for a four-year term, but may wish to serve for less time.

### **4 Time Commitment**

The time commitment may amount to up to one day per week, in addition to other Governor duties.

### **5 Notice Period**

The Chair will be expected to give one year's notice of their intention to step down in the role. The notice will be in writing to the Clerk.