



ROLE DESCRIPTION - VICE-CHAIR OF THE GOVERNING BODY
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Final Approval Authority Governing Body 5 December 2012

Previous consideration Search & Governance 7 November 2012
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Did the previous meeting approve/recommend for approval? Yes
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Policy Responsibility: Clerk to the Governors

Review date: December 2014. Every two years - by Search & Governance in first instance

1. Overview

This role description is to be read in conjunction with that of the Chair of Governors. The primary role of the Vice-Chair is to support the Chair of Governors and where appropriate, to lead the Governing Body in their absence. There may be more than one vice-chair. The role may be used for purposes of succession, to deputise and/or in an advisory capacity. There may or may not be an anticipation of succession to the role of Chair.

The Instrument & Articles of Government requires corporations to appoint vice-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) --

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

(8) --

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

(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. The leadership of the Governing Body in the absence of the Chair (for which see the Role Description of the Chair)
2. Chair meetings of the Governing Body in the absence of the Chair and ensure the effectiveness of such meetings
3. Assist and participate in the full range of responsibilities necessary for the Governing Body to discharge its responsibilities to Senior Post Holders including the Clerk including recruitment.
4. To substitute for the Chair in their absence in any of the functions described in the Role Description of the Chair or any other matter.

The Vice-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 where they deputise for that role.
4. lead the Governing Body, where they deputise at meetings, so that its business is carried out in an efficient and effective manner.
5. be decisive in engaging others in decision-making processes
6. understand the distinction between governance and management
7. possess some experience of working with boards and understanding of the requirements of board leadership
8. be able to lead and contribute powerfully to financial and strategic planning
9. possess the skills and experience to be able to "see the big picture"
10. be willing to attend events organised by the College and other bodies.
11. commit to undertake personal development in the role and lead Governors in the same.

3. Election

The Vice-Chair should be elected by all eligible Board members in accordance with all statutory procedures, including the Instrument and Articles. The Vice-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 term, in addition to other Governor duties.

5 Notice Period

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