



GOVERNING BODY

Role Description for the Chair of the Governing Body

(N.B.: The Vice-Chair of the Governing Body shall deputise and take on similar responsibilities in the absence of the Chair of the Governing Body.)

1 Appointment and Accountability

- a) The Chair to the Governing Body is elected by the full membership of the Governing Body, in accordance with all statutory procedures and the College's Standing Orders.
- b) The Chair is responsible solely to the Governing Body.

2 Leadership

- a) The Chair is responsible for the leadership of the Governing Body. As the chair of its meetings, he/she is responsible for ensuring that the necessary business is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business.
- b) The Chair should ensure that the Governing Body acts in accordance with the Instrument and Articles of Government, other external regulatory requirements, the Foundation Code of Governance, and with the institution's own internal rules and regulations, and should seek advice from the Clerk to the Governing Body and Principal as appropriate in any case of uncertainty.
- c) The Chair should ensure that the Governing Body exercises collective responsibility, that is to say, that decisions are taken corporately by all Members acting as a body. The Chair should encourage all Members to work together effectively, contributing their skills and expertise as appropriate, and should seek to build consensus among them.
- d) The Chair is responsible for ensuring that the Governing Body conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- e) The Chair shall ensure that the Clerk to the Governing Body maintains an up-to-date register of the Interests of Members of the Governing Body, and shall make a full and timely personal disclosure. The Chair shall ensure that any conflict of interest is identified, exposed, and managed appropriately, in order that the integrity of Governing Body business shall be, and shall be seen to be, maintained.

3 The Business of the Governing Body

- a) The Chair is responsible for ensuring that the Governing Body exercises control over the strategic direction of the institution, and that the performance of the institution is adequately assessed against the objectives and indicators which the Governing Body has approved.
- b) The Chair should ensure through liaison with the Clerk and Principal that all relevant information (including regular and satisfactory management and committee reports) are presented to the Governing Body.
- c) The Chair should, at all times, act in accordance with established protocols for the use of delegated authority as set out in the College's Standing Orders. All instances of the use of delegated authority should be reported to the next meeting of the Governing Body.
- d) The Chair should endeavour to establish a constructive and supportive but challenging working relationship with the Principal and Chief Executive, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of the institution.
- e) The Chair should develop effective working relationships with the Clerk to the Governing Body, and work closely with him/her in the operation of Governing Body business.
- f) Any arrangement for the Chair to act as formal signatory on behalf of the institution, e.g. in connection with the use of the seal or the approval of the financial statements should be stipulated in Minutes and /or Standing Orders.
- g) In relation to new Senior Post-holder appointments (including the Principal and Chief Executive) and appointment of the Clerk, the Chair shall assist in compiling job descriptions and person specifications, and will supervise the selection and appointment process.
- h) The Chair may be involved as necessary, with disciplinary action against the holders of posts designated as senior posts.
- i) In charring meetings of the Governing Body, the Chair shall ensure that all Instruments and Articles of Government, Standing Orders and committee procedures are complied with, and will liaise as required with Chairs of Governing Body committees to ensure reasonable consistency of practice in Governing Body business.

4 The Performance of the Governing Body

- a) The Chair should ensure that the Governing Body attempts to maximise its effectiveness through critical self-assessment of its own performance and processes, and through ensuring that appropriate performance review processes exist and are acted upon throughout the institution.

- b) The Chair should ensure that the Governing Body approves and operates a procedure for the regular appraisal/review of the performance of its individual Members. This will be carried out through the biannual questionnaire. The Chair should encourage Members to participate in appropriate training and development as appropriate.
- c) The Chair (together with the Vice-Chair) will be responsible for the appraisal/review of the performance of the Principal and Chief Executive, and will report the outcome to the Remuneration Committee.
- d) The Chair will be responsible for the appraisal/review of the performance of the Clerk to the Governing Body and will report the outcome to the Remuneration Committee.
- e) The Chair's performance is assessed by all Members as part of the biannual self-assessment questionnaire.
- f) The Chair should take a leading role in supporting the work of the Search & Governance Committee in securing the recruitment of new Members of the Governing Body, and should ensure that satisfactory succession plans exist for recruiting new Members which take full account of the need to ensure a diverse membership with the necessary skills and expertise.

5 The External Role

- a) The Chair will represent the Governing Body and the College at external meetings, presentations and conferences.
- b) The Chair will play an agreed ambassadorial role on behalf of the institution and engage with a range of stakeholders as appropriate.
- c) The Chair may be asked to play a key role in liaising between key stakeholders and the institution. (This role in particular to be exercised in a carefully co-ordinated fashion with senior officers of the institution).
- d) The Chair may participate in the activities of the AoC Governors Council as appropriate.

6 Personal

- a) The Chair will have a strong personal commitment to further education and the mission, vision, values, aims and objectives of the institution.
- b) The Chair will, at all times, act fairly and impartially in the interests of the Governing Body and institution as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) The Chair is expected to attend all meetings of which he/she is Chair or a Member, or give timely apologies if absence is unavoidable.
- d) The Chair will make himself/herself available to attend induction/training events organised by the institution and other appropriate bodies.

- e) The Chair will be committed to spending the time necessary to ensure the effectiveness of the Governing Body and College. The likely overall time commitment required of the Chair for the effective conduct of the duties of the post is 30 hours per month. (This can fluctuate depending on the requirements / ongoing business of the Governing Body and College at a particular time.)
- f) The office of Chair is not remunerated, but the Chair is able to reclaim all travelling and similar expenses incurred in the course of institutional business, via the Principal.
- g) Directors' liability insurance is in place, as is clerical support if required.

Sept 2012