

BHASVIC

JOB DESCRIPTION FOR THE CLERK TO THE CORPORATION

Main responsibility

To work closely with the Chair, Chairs of Committees and SMT in organising the proper conduct of the Corporation's business.

Key responsibilities as given within the Articles of Government

- Advise the Corporation with regard to the operation of its powers.
- Advise the Corporation with regard to procedural matters.
- Advise the Corporation with regard to the conduct of its business.
- Advise the Corporation with regard to matters of governance practice.

Specific duties

1. Advise the Corporation on the procedures which the Corporation should follow in carrying out its business.
2. Receive and distribute as appropriate, letters and/or circulars from relevant organisations.
3. Issue notifications of Corporation meetings and determine the annual calendar of meetings and cycle of business of the Corporation and its Committees;
4. Prepare and issue agendas and supporting papers;
5. Minute meetings and distribute these promptly following meetings;
6. Ensure that decisions reached at Corporation meetings are conveyed to those responsible for implementing them and provide any information requested by Corporation Members.
7. Interpret the rules of procedure for the Corporation, e.g. the conditions necessary for meetings to be quorate, and advise the Chair, if, at any time, it appears that the Corporation or a member of the Corporation is in breach of them. Keep records of attendance and quoracy.
8. Attend all full meetings of the Corporation and normally attend meetings of the Committees of the Corporation unless specifically requested not to do so by the Chair of the Committee.
9. Keep under review the terms of reference of the Corporation and its Committees and, if any changes seem necessary, bring these to the attention of the Chair.
10. Undertake correspondence on behalf of the Corporation and undertake general administrative support.
11. Advise the Governing Body on the proper exercise of its powers, including powers of amendment to the Instrument and Articles, the application and advice of instructions from the Government and FE representative organisations and the College's own policies and procedures.
12. Maintain a code of conduct for the Governing Body and a register of the 'Interests of Governors'

13. Maintain, review and enhance clear and thorough documentation in relation to the Governing Body's business and procedures, including a Governors' Handbook (policies file).
14. Ensure an appropriate level of security and confidentiality for the Governing Body's documentation.
15. Provide independent advice to the Governing Body.
16. Keep Governors informed about the Government's requirements in relation to Governance.
17. Keep Governors informed about College events and developments.
18. Co-ordinate the induction of new Governors and facilitate Governor training and development.
19. Advise the Governing Body with regard to its own self-assessment.
20. Support the Governing Body during inspection and audit of governance.
21. Facilitate the processing and recording of Governors' expenses.
22. Taking appropriate action if and when the Governing Body, its Chair or one of its Committees, appears to be at risk of acting outside their powers or to be proposing actions which may be unlawful.
23. Advise the Governing Body on governance best practice in the light of feedback from other Clerks via the Clerks' network and external advisers.
24. To undertake any other duties which may from time to time be reasonably requested.

The job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot or themselves justify a reconsideration of the grading of the post.

Revised as PDR August 2014 (confirmed correct in Sept 2016)