



ROLE DESCRIPTION – CHAIR/S OF GOVERNORS & VICE-CHAIR/S

The Governing Body is required to appoint a Chair from among its number., as defined in the Instrument and Articles, the Chair role may be fulfilled by Co-Chairs and up to two Vice-Chairs.

The Principal and Staff or Student Members are not eligible for appointment.

The Chair and Vice-Chair/s will each be elected for a period of three years or until the end of their term as a Governor, whichever is the shorter time.

The Chair and Vice-Chair/s are eligible for re-election at the end of that period if they are still eligible as members.

The Governing Body must appoint a successor at any meeting, up to and including the last meeting before the expiry of the term of office, or following the resignation of the Chair or Vice-Chair/s.

Appointment of the Chair will usually be decided at the July Governing Body meeting and office starts from the beginning of the academic year. If more than one nomination is received for the office of Chair or Vice-Chair/s, an election will take place at the meeting.

If both the Chair and Vice-Chair/s are absent from any meeting of the Governing Body, members present will choose one of their number to act as Chair for that meeting. The member chosen may not be the Principal or a Staff or Student Member.

The Chair or Vice-Chair/s may, at any time, resign by notice in writing to the Clerk.

If at any time the Governing Body is satisfied that the Chair or Vice-Chair/s is unable or unfit to discharge their function, the Governing Body may remove him or her from office by giving notice in writing and the office will then become vacant. Before the Chair or Vice-Chair/s can be removed, a resolution shall be put to the Governing Body by a member not personally involved, and the Chair or Vice-Chair/s concerned should have the opportunity to reply in writing or in person at a meeting of the Governing Body. The resolution will be passed on a simple majority vote of the members present.

The Chair of the Governing Body may not be a member of the Audit Committee.

ROLE SPECIFICATION – CHAIR/s

The Governing Body fulfils its duty as a collective decision-making body based on majority decisions by those present at meetings. The Chair's main function is to provide leadership to the Governing Body in carrying out its responsibilities.

The relationship between the Principal and Chair is very important in order to ensure that the Chair is kept informed about the College between meetings and that the views of the Governing Body are represented to the Principal so that business may progress.

The Chair's relationship with the Clerk is also important to facilitate the smooth and efficient operation of the Governing Body's business and to support Governing Body members' development needs.

Main Duties:

- Chair Corporation and other Committee meetings
- Convene special or additional meetings where necessary
- Exercise a casting vote at meetings
- Ensure the Corporation's focus on major strategic issues
- Ensure there is a supportive working relationship between Governors and Managers through continuous dialogue with the Principal

- Maintaining awareness of the distinction between governance and management
- Personal Development review of the Principal and Clerk
- Maintain a three-way dialogue with the Principal and Clerk
- Ensuring regular self-appraisal of the Governing Body's performance
- Fostering effective governance through leadership and good practice
- Developing the Governing Body as a team, encouraging representation of a variety of skills and diversity
- Acting as a spokesperson and ambassador for the College
- Checking that actions are followed up between meetings and acting on behalf of the Governing Body between meetings where prior approval of the Governing Body has been given, including the signing of relevant College documents – any Chair's action should normally be agreed in advance and must be reported to the next meeting
- Leading on arrangements for selecting a new Principal, and ability to suspend from duty, or refer to a special committee for dismissal, a designated Senior Postholder.

Personal Characteristics:

- Strategic thinking
- Integrity
- Ability to influence without domination
- Decisiveness with an insistence on getting things done
- Capacity for empathy, understanding, thinking and reasoning
- Authoritative – but being engaging and respectful at the same time
- Capacity to engage others in debate
- Capacity to challenge
- Ability to “steer” not “row” and to recognise the difference
- Ability to take a financial overview.

ROLE SPECIFICATION - VICE-CHAIR/S OF GOVERNORS

The role of the Vice-Chair/s is to support the Chair and act in the Chair's absence. This requires the Vice-Chair/s to Chair the occasional meeting in the absence of the Chair and to maintain a strategic overview and be prepared to lead with authority on key issues when the Chair is not present.

The personal characteristics are as given within the personal characteristics for the Chair (refer Role specification of Chair).

Reference should also be made to the Governor Responsibilities Matrix