



The Northern College For Residential Adult Education

Role Description:

Chair and Vice-Chairs(s) of the Board of Governors

1. PRIMARY PURPOSE

- 1.1 To provide leadership of the Corporation, responsible for chairing meetings of the Board and ensuring that the necessary business is carried on efficiently, effectively and in a manner appropriate for the proper conduct of public business.
- 1.2 To ensure that the Corporation acts in accordance with its Memorandum and Articles of Association, other external regulatory requirements and with the College's own internal rules and regulations, seeking advice from the Clerk in any case of uncertainty.
- 1.3 To ensure that the Corporation exercises collective responsibility, 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.
- 1.4 To ensure that the Corporation conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 1.5 To ensure that the Corporation exercises control over the strategic direction and financial solvency of the College, and that the performance of the College is adequately assessed against objectives and performance indicators approved by the Corporation.

2. MAIN DUTIES

- 2.1 Establish a constructive and supportive, but challenging working relationship with the Principal, recognising the proper separation between governance and management, and avoiding involvement in the day-to-day executive management of the institution.
- 2.2 Develop an effective working relationship with the Clerk to the Governors, and work closely with them in the operation of Corporation business.
- 2.3 With the Principal and the Clerk develop appropriate and relevant agendas for meetings of the Corporation, ensuring that all relevant information is presented.
- 2.4 Chair meetings of the Corporation and ensure that it functions effectively, carries out its duties and complies with all bye laws, policies and procedures.
- 2.5 Act in accordance with established protocols for the use of delegated authority or Chair's action, ensuring that all instances of the use of delegated authority or Chair's action are reported to the next meeting of the Corporation.
- 2.6 Ensure that the clerk maintains an up-to-date register of the interests of members of the Corporation, and ensure that any conflict of interest is identified, exposed and managed appropriately, in order that the integrity of Corporation business be maintained.
- 2.7 Act as a formal signatory for the College as agreed by resolution of the Board.
- 2.8 Ensure that the Corporation undertakes critical self-assessment of its own performance and processes and that actions identified are implemented.
- 2.9 Ensure that the Corporation approves and operates a procedure for the regular appraisal/review of the performance of its individual members and participate as appraiser/reviewer in that process.

- 2.10 Participate in the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts as outlined in the College's Standing Orders and Employment Policies.
 - 2.11 Be responsible (together with the Vice Chairs) for the appraisal/review of the performance of the Principal and Clerk to the Governors, and report the outcome to the Remuneration Committee.
 - 2.14 Take a leading role in supporting the work of the Search Committee in securing the recruitment of new Members of the Corporation, and 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.
 - 2.16 Represent the Board and the College at external meetings, presentations and conferences as agreed with the Principal and Board of Governors.
3. **TIME COMMITMENT**
 - 3.1 The Chair will be committed to spending the time necessary to ensure the effectiveness of the Corporation and the College. The likely overall time commitment required of the Chair for the effective conduct of the duties of the post is approximately 200 hours per year.
4. **TENURE**
 - 4.1 The Chair is elected to serve a term up to a maximum of four years.
5. **VICE-CHAIR(S)**
 - 5.1 The Vice-Chair(s) will deputise for the Chair in their absence in all the above activities.