



ROLE DESCRIPTION – CHAIR OF BOARD

The Role of the Chair of the Board

The Chair of the Board has specific responsibilities defined in the Articles of Government. The Chair shall be appointed from amongst the members of the Board for a term of office of three years, as set out **in the Board's Standing orders (clause 4.2)**. Staff members, student members and the Principal may not be appointed as Chair or Vice Chair or act in these roles in the **Chair or Vice Chair's** absence.

Duties and Responsibilities:

Strategy and leadership

To provide effective leadership to ensure the Board:

- meets its statutory duties and responsibilities
- monitors the financial health of the College
- maintains a strategic oversight of the College
- articulates its vision, and sets corporate objectives
- maintains and develops the educational character, values and ethos of the College
- establishes high standards of integrity
- observes the Nolan principles of public life and declares any conflicts of interest
- acts reasonably, fairly and in line with what is morally right
- ensures members conflicts of interest are declared and managed appropriately
- operates together as a group, while recognising different views, and
- appoints, supports and authorises suitably qualified people to key roles and committees.

External Role

- To represent the Board and College at external meetings, presentations and conferences (this is not an exclusive role and can be extended to other Board members)
- Play an agreed ambassadorial **role on the College's behalf**
- participate in activities as agreed with the Board on a regional and national level to the benefit of the College and the Board, e.g., **AoC Governors' Council and AoC Regional Committee**

Operation of the Board

The Chair of the Board:

- will be expected to develop effective working relationships with the Clerk and the Principal in order to promote and enhance the good governance of the College
- shall call, agree the agenda for, and preside at meetings of the Board
- may call a special meeting of the Board (**if necessary with less than seven days' notice**) where urgent and significant matters need to be considered before the next ordinary board meeting
- shall have a second or casting vote at meetings of the Board where there is an equal division of votes on an issue
- offer both general and specific support to the Principal where strategic, major or contentious issues are involved
- Shall be responsible for promoting and safeguarding the welfare of children and young adults
- may act on behalf of the Board between meetings on matters delegated by it or on routine matters such as the signing of documents, or in response to approaches from external organisations on issues which do not require approval by the Board.

General Powers

Exceptional circumstances may arise where an urgent decision is required and it is not possible to convene a meeting of the Board. In such circumstances the Chair, in association with the Clerk, may revert to the provision within the Instrument that allows for written resolution. In reaching a decision, the Principal (or senior post holder) and or Chair (or Vice Chair) shall seek where possible to consult with all Board members on the matter prior to a written resolution being issued. The Chair is authorised to act on behalf of the Board for the signing of routine documents. Any other action taken by the Chair outside of formal meetings must be reported to the Board.

Performance of the Board and individual Members

The Chair:

- shall ensure that the Board has established performance indicators against which to measure its performance
- shall ensure that each governor has the opportunity to discuss his or her contribution and development needs at least annually, providing personal support to governors and discussing matters relating to attendance, performance or conduct
- shall promote critical self-assessment of board performance and processes (including external review where necessary) and make an active contribution to the annual self-assessment of the governance of the College
- shall support the Clerk in the development and delivery of associated self-assessment action plans and governor development programmes
- shall ensure that the Board addresses issues of diversity and that balance of membership of the Board with respect to protected characteristics and stakeholder representation is appropriate to the needs and profile of the community served by the College.

Responsibilities in respect of the Principal and the Clerk

The Chair is responsible for promoting a constructive and supportive working relationship with the Principal, to assist him or her in achieving agreed objectives while maintaining a professional relationship at all times. Both post holders shall meet regularly for consultation and communication and in particular for the following purposes:

- To brief the Chair on matters of interest and importance
- Updating on key events and progress since the previous meeting
- Informal exploration of differences of opinion as they arise
- Agenda setting, in consultation with the Clerk
- Early warning of problems which may arise for the College
- The opportunity for informal discussions relating to working practice and governance matters.

The Chair:

- shall undertake the annual appraisal of the Principal (and other senior post holders) and ensure that the Principal has access to appropriate opportunities for development and training. The Chair shall report the outcomes of the appraisal process to the Board
- shall undertake the annual appraisal of the Clerk and report the outcomes to the Board
- is responsible for instigating any disciplinary action against the holders of posts designated as senior posts, should the need arise
- shall assist in compiling job descriptions and person specifications of the Principal, other designated senior post holders and the Clerk where a vacancy arises and shall supervise arrangements for the recruitment and selection process.

Time Commitment

- Approximately 30 hours per year for attending Board meetings and pre meeting briefings

- Approximately 30 hours for attending Committee meetings (subject to number of committees)
- Approximately 28 hours for **participation in the Governors' Strategic seminar** and planning meetings
- Approximately 4 hours for participation in two formal training/development events
- Approximately 20 hours for undertaking 1-1s with all governors and the self assessment sessions
- Approximately 40 hours for 1-1s with Principal and Triumvirate meetings
- Approximately 40 -60 hours per academic year will be required for correspondence (emails), authorising contracts, other paperwork and undertaking link governor visits.
- Additional hours may be required for participation in the recruitment and selection of senior post holders (typically 10 – 12 hours)

Attendance at External events:

- AoC Governor council network meetings – (3 each year) five hours per meeting
- Governance summit – one day in London representing the College Board
- Ministers reception – evening event/ overnight in London representing the College Board
- AoC Annual Conference (optional) 1- 3 days with Principal and other SMT
- AoC Briefings/ training events (optional) half a day.

The Chair is also required to attend a variety of meetings such as Excellence Awards, Graduation Ceremony, presenting prizes in college, representing the College at national awards externally.

In total the number of days the Chair might typically be in College is around 50 days per year.

Travel and other incidental expenses incurred whilst undertaking the duties associated with the role may be claimed in accordance with Financial Regulations.