



ROLE DESCRIPTION – VICE CHAIR

The Role of the Vice Chair

The role of the Vice Chair is to support the Chair and act in the Chair's absence. The role includes maintaining a strategic overview and being prepared to lead with authority on key issues when the Chair is not present.

Key responsibilities

To deputise for the Chair in line with the responsibilities set out within the Role Description for the Chair of Barnsley College, including:

- Providing effective leadership to ensure the Board meets its statutory responsibilities
- Representing the Board and College at external meetings, presentations, conferences
- **Playing an ambassadorial role on the College's behalf**
- Participation in activities as agreed with the Board on a regional and national level to the benefit of the College and Board.

To develop an effective working relationship with the Principal, senior managers and the Clerk to promote and enhance the good governance of the College.

To work closely with the Chair in identifying matters to be put to the Corporation and its committees including the need to call special meetings or extra ordinary meetings when necessary.

To provide support to the Chair by discussing the approach which the Chair might take to emerging issues.

To take a major role in engendering a positive and effective approach by the Corporation and its Committees, including encouraging the Board to work as a group, whilst recognising differing views.

To have a particular interest in governor/learner engagement, and for promoting and safeguarding the welfare of children and young adults.

To support the Chair and Board in the self evaluation process and in training and developing the capacity of individual governors.

To feedback to the Chair, on behalf of governors, the results of the annual review of the effectiveness of the Chair

To exercise Chair's Action when the Chair is not available and to carry out the action within a reasonable time of the action being required.

Time Commitment

- Approximately 15 -20 hours per year for attending Board meetings
- Approximately 15 hours per year for attending Committee meetings
- Approximately 28 hours participation in the annual strategic seminar and planning meetings
- Approximately 4 hours for participation in formal training/development events

- Up to 20 hours per year will be required for other duties, such as learner /governor engagement activities, authorising contracts/other paperwork
- Additional hours may be required for participation in the recruitment and selection of senior post holders.

External events:

- AoC Annual Conference (optional) 1- 3 days with Principal and other SLT
- AoC Governor Council network meetings – 3 per year – optional
- AoC Briefing/ training events (optional) –up to one full day.

The Vice Chair is also invited to attend a variety of meetings alongside the Chair, such as the Student Awards, Graduation Ceremony, presentation of prizes in College.

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