

THE ROLE OF AN EXTERNAL CO-OPTED GOVERNOR

Governors of a Further Education College take joint responsibility for its educational character – the kind of provision which it makes for the student groups it serves – and for ensuring that it is well managed and solvent. Each governor brings to the governing body (the ‘Corporation’) a mix of knowledge, skills and abilities which are unique, but which complement those of other governors to provide a range of expertise which aims to give strategic direction to the senior management of the college in their operational roles.

1. APPOINTMENT

The Corporation has published rules for the appointment (and re-appointment) of Governors and you will be appointed using this process. A copy of the rules for appointment, are available on the College website and on request from the Clerk to the Corporation.

2. ACCOUNTABILITY

An external co-opted Governor is accountable to the Chair of the Committee on which they serve and ultimately to the Chair of the Corporation and the Corporation Board.

3. LEADERSHIP

PERSONAL QUALITIES

- a) Demonstrate a strong personal commitment to further education and college values aims and objectives.
- b) Act fairly and impartially in the Corporations and colleges interests using independent judgement and maintaining confidentiality as appropriate
- c) Make yourself available to attend induction/training/events organised by the College and other bodies.
- d) Commit to the overall time commitment required of a Governor to effectively carry out the role.
- e) Have a high degree of personal integrity
- f) Have the ability to be decisive with an ability to lead and guide others in decision making processes on getting things done and to challenge and engage others in debate
- g) Have the ability to recognise the distinction between governance and management and to act accordingly
- h) Have the ability to take a financial overview

4. RESPONSIBILITIES - AS A GOVERNOR, YOU WOULD BE EXPECTED TO:-

- a) Take joint responsibility, with other members of the Committee, for discharging the responsibilities of the Committee as specified within the Terms of Reference of the Committee.
- b) Be actively involved in reviewing the role and function of the Committee in response to internal and external change.
- c) Through receiving regular external audit reports, internal audit reports and management reports, ensure that the college is discharging its financial and legal responsibilities with particular reference to the Financial Memorandum, the Audit Code of practice and the College's financial regulations.
- d) Work with other members of the Committee to set the annual audit plan and to discharge any and all responsibilities that fall within the remit of the Committee.
- e) Foster good relations between the college and its community and ensure that you understand the college's aims and objectives.
- f) Participate in committees or working groups of the Corporation, in accordance with your own professional knowledge, skills and abilities.
- g) Help to ensure that the college, in its procedures, policies and actions, complies with the law.
- h) Work with other governors to ensure that the committee has due regard to equal opportunities in its operations.

5. EXTERNAL ROLE

- a) Play an agreed ambassadorial role on the college's behalf

6. TIME COMMITMENT

As an Independent Governor you will be required to serve on a specific Committee (currently the Audit Committee). The Committee meets on a termly basis.

In addition you will be invited to attend Governor Development Events and College Events during the course of the academic year.

7. EXPENSES AND INSURANCE

All Governors are advised that Members are entitled to claim normal travel and subsistence expenses in line with the Governors expenses policy identified in the Financial Regulations.

Governors are advised that the College has Governors liability Insurance in place.

Natalie Lynch
Clerk to the Corporation
July 2012