

THE ROLE OF VICE CHAIR OF THE CORPORATION

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 Vice Chair should be elected by all Board members in accordance with all statutory procedures, including the Instrument and Articles of Government and the Standing Orders both of which may be revised from time to time with the approval of the Corporation.

The Vice Chair is elected on an annual basis to serve one academic year.

2. ACCOUNTABILITY

The Vice Chair is accountable to the Chair of the Corporation and the Corporation Board.

3. LEADERSHIP

PERSONAL QUALITIES

The Vice Chair personal qualities where ever possible shall mirror those required of the Chair as detailed below, recognising that some of these qualities will be subject to development within the role:

- 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 him/herself available to attend induction/training/events organised by the College and other bodies.
- d) Commit to the overall time commitment required of the Chair 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
- g) Have a capacity to challenge and engage others in debate
- h) Have the ability to recognise the distinction between governance and management and to act accordingly
- i) Have the ability to take a financial overview

4. RESPONSIBILITIES

- a) The leadership of the Corporation in the absence of the Chair (see Chair’s role description for reference)

- b) Supporting the Chair to ensure the Corporation exercises its control over the College's strategic direction and that college performance is effectively assessed against board approved objectives/indicators
- c) Supporting the Chair to ensure that the Corporation exercise collective responsibility i.e. corporate decisions are taken and adhered to by all members and that the Corporation adheres to accepted standards of behaviour in public life.
- d) Meet at least twice a year with the Chair, Principal and Clerk between Corporation meetings to follow up decisions and maintain a dialogue to ensure accountability for Corporation decisions and to gain an understanding of the additional responsibilities of the role of Chair
- e) Chair meetings of the Corporation in the absence of the Chair and ensure that it functions effectively
- f) Assist and participate in the full range of responsibilities necessary for the Corporation to discharge its responsibilities to Senior Post Holders and the Clerk including recruitment to vacancies, selection processes, disciplinary action etc.

The Vice Chair should in the absence of the Chair or where deputised to do so ensure that:

- a) The Corporation acts in accordance with the Instruments & Articles of Governance, other external regulatory bodies, the college's byelaws, and should seek the advice of the Clerk where appropriate.
- b) Through liaison with the Principal and the Clerk that all relevant information is presented to the Corporation and its committees through its board reports
- c) Corporation business is carried out in an efficient and effective manner appropriate for the conduct of business.
- d) That all specific responsibilities regarding the employment of Senior Post Holders and the Clerk are dealt with appropriately and in line with the Corporations policies and procedures for such matters.
- e) Ensure that the Corporation self assess its own performance and conducts regular appraisals/reviews of Members and Chairs performance.

5. EXTERNAL ROLE

The Vice Chair may be asked to (in the absence of the Chair and with the consent of the external organisation concerned):

- a) Represent the Corporation and college at external meetings, presentations and conferences (this is not an exclusive role and can be extended to other members).
- b) Play an agreed ambassadorial role on the college's behalf
- c) Participate in activities as agreed with the Corporation on a regional and national level to the benefit of the College and the Corporation i.e. Governors Council and AoC Regional Committee.

6. TIME COMMITMENT

One half working day **per term** (noting that this would need to be flexible and will fluctuate depending on the cycle of meetings).

It should be noted that the time commitment may increase depending on the extent to which the Vice Chair participates in the wider FE Sector in terms of undertaking additional duties on behalf of the Corporation such as Membership of Regional Committees/ Working Groups and national roles.

7. EXPENSES & 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.