

Role Description for Vice-Chair(s) of the Corporation

The Vice-Chair(s) of the Corporation are elected by the governors and will support the Chair to ensure the effective leadership and functioning of the Corporation.

1. The key duties and responsibilities:

1. In the absence or disability of the Chair of the Corporation, to perform the responsibilities of the Chair according to the College's Instrument and Articles of Government, Standing Orders and as set out in the Chair of the Corporation's Role Description.
2. To chair meetings of the Corporation in the absence of the Chair and ensure that it functions effectively;
3. To assist the Chair, as required, to fulfil the duties and responsibilities of the leadership role and ensure the effective operation of the Corporation and its committees.
4. To develop an effective working relationship with the Chair of the Corporation, the other Vice Chair (if appointed), the Group Principal and the Head of Governance, based on a full understanding of the role of the Corporation in the governance of the College.
5. To take the lead on particular aspects of board activities, as agreed in discussion with the Chair, and to act on matters delegated by the Chair.
6. To act as Deputy when the Chair is unable to attend a meeting, function or matter of business requiring his/her involvement, including representing the Corporation/College at local, regional and national events if available to do so and to report back to the Corporation as appropriate.
7. To continue to fulfil all duties of a member of the Corporation and as a member/chair of committees.
8. To be available to members of the Corporation, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Head of Governance, has failed to resolve or where such contact is inappropriate.

2. Personal attributes and skills

- A strong personal commitment to Further Education and the values, aims and objectives of the College.
- A willingness to devote the necessary time and effort to their duties as Vice- Chair and governor
- The highest standards of integrity and honesty.
- Strategic vision and good, independent, judgement
- Willingness and confidence to challenge and engage others in debate
- Skills of networking, influencing and advocacy
- An understanding of the importance of and a commitment to equality and diversity
- Respect for confidentiality

3. Other requirements

- a) The Vice-Chair will attend all meetings which he/she is Chairing or is a member, or give timely apologies if absence is unavoidable.
- b) The Vice-Chair is expected to participate in induction/training events organised by the College or other appropriate bodies.
- c) The Vice-Chair is expected to participate in the review of his/her own performance as Vice-Chair
- d) The likely overall time commitment required of the Vice-Chair for the effective conduct of the duties of the post is approximately 10 hours per month on average, excluding time spent attending student events. However if the Chair were incapacitated this time commitment would increase.
- e) The Vice-Chair is encouraged to reclaim expenses incurred in the course of College business, via the Head of Governance.

4. Term of Office

- a. Vice-Chairs are normally appointed for a two-year term
- b. The Vice-Chair is subject to the same membership regulations that are applicable to all governors as follows:
 - i. The Vice-Chair of the Corporation shall automatically cease to hold office if he / she has been absent from meetings of the Corporation for a period longer than six consecutive months without having obtained the express permission of the Corporation for such a failure to attend.
 - ii. If at any time the Corporation are satisfied that he/she is unfit or unable to carry out the functions of office, or considers that it is no longer in the best interests of the Corporation for them to continue in post, the Corporation may by notice in writing remove him/her from office.
- c. In the absence of the Chair, due to illness or holiday, the delegated powers of the Chair automatically transfer to one of the Vice -Chairs, together with the powers and responsibilities of the Chair as stated in the Instrument and Articles of Government.

January 2022