

## **ROLE DESCRIPTION AND CRITERIA FOR APPOINTMENT – CHAIR OF GOVERNORS**



### **PURPOSE OF THE ROLE**

To provide the leadership that will ensure that:

- the Governing Body of Morley College London, working as a team, delivers effective governance of the College and upholds its values;
- the Governing Body offers appropriate challenge and support to the Principal and Senior Management Team; and
- individual governors are powerful ambassadors for the College in the wider community

### **PRINCIPAL DUTIES** (over and above the duties of a governor)

1. Chairing full meetings of the Governing Body ('board meetings')
2. With the Principal and Clerk, ensuring that agendas for board meetings, including supporting papers, enable the Governing Body to discharge its responsibilities efficiently and effectively
3. Identifying emerging governance issues and, with the Principal and Clerk, deciding the approach to be taken
4. Ensuring that the Governing Body operates in accordance with its Code of Conduct and Standing Orders
5. Facilitating open and constructive discussion in which all members are encouraged to participate
6. Reviewing and approving draft minutes of board meetings in a timely fashion
7. Acting on behalf of the Governing Body between board meetings on routine matters and matters specifically delegated by the Governing Body and responding to requests for action in cases of urgency, in accordance with Standing Orders
8. Representing the Governing Body at the majority of the public and private events at which important stakeholders are present
9. Communicating with key stakeholders where it is appropriate for the Chair rather than the Principal to do this
10. Attending and participating in meetings of any committees of the Governing Body, task-and-finish groups or standing College committees of which the Chair is a member (appointed or ex officio). The Chair may not be a member of, but may attend, meetings of the Audit Committee

11. With the Clerk, ensuring that individual governors are appropriately developed and supported and that their performance is assessed on an ongoing basis
12. Jointly with another governor appointed by the Governing Body, setting annual performance targets for the Principal, reviewing the performance of the Principal and considering his or her development needs
13. Jointly with another governor appointed by the Governing Body, and after receiving advice from the Principal, setting annual performance targets for the Clerk, reviewing the performance of the Clerk and considering his or her development needs

We estimate that the time commitment required of the Chair is between 30 and 45 hours a month. This includes preparation time, but does not include the time spent travelling to and from meetings or events.

## **CRITERIA FOR APPOINTMENT**

### **Essential criteria**

1. Satisfies the essential criteria for being a governor
2. Available to attend regular meetings with the Principal and Clerk, other meetings as required and the majority of major College events.
3. Strategic thinker
4. Able to form an overview of financial and other strategic risks
5. Confident public speaker
6. Has experience of chairing meetings

### **Desirable criteria**

1. Satisfies the desirable criteria for being a governor
2. Has experience as a governor of an educational institution
3. Has experience of public relations
4. Has experience of the performance management of senior professional staff
5. Has demonstrated commercial acumen in a public or private sector organisation