

<b>ROLE DESCRIPTION AND CRITERIA FOR APPOINTMENT – VICE-CHAIR OF GOVERNORS</b>	
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**PURPOSE OF THE ROLE**

To support the Chair of Governors in providing the leadership that will ensure that:

- the Governing Body, 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 Leadership Team; and
- individual governors are powerful ambassadors for the College in the wider community

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

To support the Chair in:

1. ensuring that agendas for full meetings of the Governing Body ('board meetings'), including supporting papers, enable the Governing Body to discharge its responsibilities efficiently and effectively
2. Identifying emerging governance issues and, with the Principal and Clerk, deciding the approach to be taken
3. With the Clerk, ensuring that individual governors are appropriately developed and supported and that their performance is assessed on an ongoing basis
4. Communicating with key stakeholders

To deputise for the Chair as required in:

1. Chairing board meetings
2. Ensuring that the Governing Body operates in accordance with its Code of Conduct and Standing Orders
3. Facilitating open and constructive discussion in which all members are encouraged to participate
4. Reviewing and approving draft minutes of board meetings in a timely fashion
5. 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
6. Representing the Governing Body at public and private events at which important stakeholders are present

We estimate that the time commitment required of the Vice-chair is between 20 and 25 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 Chair, 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.