

## **ANNEX H OF STANDING ORDERS – CHAIR ROLE DESCRIPTION**

**Role Title:** Chair of the Corporation  
**Responsible to:** The Board of Governors, Funding and Quality Regulators, College Stakeholders and the Wider Community.  
**Pay Scale:** Voluntary Role. Expenses will be paid in line with the Governor's remuneration policy and the College financial regulations.

**Time Commitment:**

The estimated time commitment of the role of Chair is approximately one day a week (although this will fluctuate due to business circumstances).

**Term of Office:**

The Chair of the Board shall be elected for a term of office of three years (subject to annual review) by the Board.

**Primary Purpose of the Role:**

To provide effective leadership of the Board.

**Main Duties:**

**Strategy and Leadership**

The Chair is responsible for providing effective leadership of the Board and, in association with the Clerk, its efficient operation in accordance with the *Instrument and Articles of Government* by:

- Ensuring the efficient conduct of the business of board meetings,
- Following established procedures, taking care that the business of board committees is reported appropriately
- Ensuring that the views of all members are sought at meetings of the board and that members work together effectively as a team
- Being satisfied that the *Nolan Seven Principles of Public Life* (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) are observed in all board business.

The Chair shall ensure that the governing board fulfils its duties in:

- Articulating the vision of the board
- Maintaining and developing the ethos of the college
- Setting corporate objectives
- Assessing the performance of Chief Executive and Clerk
- Establishing high standards of integrity
- Monitoring the financial health of the college.

The Chair shall seek to promote the best interests of the college wherever possible, be its ambassador, and represent it at meetings, presentations and conferences.

## **Operation of the board**

The Chair of the Board:

- Will be expected to develop effective working relationships with the Executive Team and Clerk in order to promote and enhance the good governance of the college
- Shall call, agree the agenda for, and preside at meetings of the Board
- May call a special meeting of the board (if necessary with less than seven days notice) where urgent and significant matters need to be considered before the next ordinary board meeting
- Shall have a second or casting vote at meetings of the board where there is an equal division of votes on an issue
- May act on behalf of the board between meetings on matters delegated to them or on routine matters such as the signing of documents.

## **Performance of the Board and individual members**

The Chair:

- Should ensure that the Board has established performance indicators against which to measure its performance
- Should ensure that each member has the opportunity to discuss his or her contribution and development needs at least annually through the annual appraisal programme
- Provide personal support to members and discuss matters relating to attendance, performance or conduct
- Promote critical self-assessment of board performance and processes and make an active contribution to the annual self-assessment of the governance of the college
- Shall support the Clerk in the development and delivery of associated self-assessment action plans and member development programmes
- Should ensure that the board addresses issues of diversity and that the balance of membership of the board with respect to gender, age, ethnicity and stakeholder representation is appropriate to the needs and profile of the community served by the college.

## **Responsibilities in respect of the CEO and the Clerk**

The Chair is responsible for promoting a constructive and supportive working relationship with the CEO and Clerk, to assist in achieving agreed objectives whilst maintaining professional relationships at all times.

The Chair shall meet both the CEO and Clerk regularly for consultation and communication, and in particular for the following purposes:

- Briefing of the Chair by the CEO on matters of interest and importance
- Updating on key events and progress
- Informal exploration of differences of opinion as they arise
- Agenda setting
- Early warning of problems which may arise for the college
- The opportunity for informal discussions relating to working practice.

The Chair:

- Shall undertake the annual appraisal of the CEO and ensure that the CEO has access to appropriate opportunities for development and training. The

Chair shall report the outcomes of the appraisal process to the Remuneration Committee.

- Offer both general and specific support to the CEO where strategic, major or contentious issues are involved
- Shall undertake the annual appraisal of the Clerk to the Board and report the outcomes to the Remuneration Committee
- Is responsible for instigating any disciplinary action against the holders of posts designated as senior posts (including the Clerk), should the need arise
- Shall assist in compiling job descriptions and personnel specifications of the CEO, other designated senior post holders and the Clerk and shall supervise arrangements for the selection process.

## Chair of the Corporation Person Specification

Responsible to: Funding and Inspector Bodies, College Stakeholders

<b>ATTRIBUTES &amp; RELEVANT CRITERIA (Assessment of the criteria will be made by application, interview and the obtaining of references as applicable)</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>Knowledge/Understanding</b>	
Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	Essential
Ability to chair meetings impartially, effectively and inclusively	Essential
Sound knowledge of the FE sector including FE and HE Government policy	Essential
Clear understanding of the distinction between leadership and management and ability to challenge and support CEO	Essential
A thorough understanding of the concerns of business, employability and the skills issues of the local economy.	Desirable
<b>Experience</b>	
Experience in a public or private sector leadership appointment including the roles of Chair or Vice Chair	Essential
Leadership with regard to change management	Desirable
Business planning and development	Desirable
<b>Skills/Abilities</b>	
Good, independent judgement, political impartiality and the ability to think strategically and creatively in the context of the organisation and external environment.	Essential
Excellent communication skills in a variety of settings (from 1:1 conversations to Board meetings and complex negotiations)	Essential
Balancing tact and diplomacy with willingness to challenge and constructively criticise.	Essential
Good leadership skills (demonstrating current or recent senior leadership experience)	Desirable
Demonstrates impartiality, fairness, inclusiveness and ability to respect confidences	Essential
Facilitate safe environment for discussion of sensitive and complex matters	Essential
<b>Other Requirements</b>	
As part of the estimated time commitment of one day a week, it is important that the Chair is able to visit the College and be available to the Chief Executive and Clerk on a regular basis. In addition to face to face meetings, other contact, usually electronic or by telephone, will be necessary.	Essential
Enthusiasm and passion of the development of the Greater Brighton Metropolitan Corporation and the work of the Corporation	Essential
Ability to meet Governor eligibility requirements	Essential

The College is committed to the principles of equality and diversity and welcomes applications from all sections of the community.