

ANNEX J OF STANDING ORDERS – COMMITTEE CHAIR ROLE DESCRIPTION

Role Title: Committee Chair
Responsible to: The Corporation, Funding and Quality Regulators, College Stakeholders and the Wider Community.
Pay Scale: Voluntary Role. Expenses will be paid,

Time Commitment:

The estimated time commitment of the role of Chair is approximately 2.5 hours per week (although this will fluctuate due to business circumstances).

Term of Office:

Three years subject to annual review.

Primary Purpose of the Role:

To provide effective leadership to a Committee of the Corporation.

Main Duties:

Planning

- To ensure that the annual cycle of business for their committee covers all or virtually all the Committee's terms of reference and performance/prospects against each relevant Strategic Aim.
- To agree with the Clerk the agenda for each meeting 2/3 weeks in advance of the meeting.
- To ensure that where Governors with particular expertise in an agenda item are not members of the committee, that their views on the item/report are sought and fed into the meeting discussion.
- To ensure that the views of committee members who are unable to attend a meeting are fed into meeting discussions.

Handling of Meetings

- To ensure committee meetings start on time, are well-paced with adequate time allowed for each item and end within around two hours and in no case more than two and a half hours;
- Ensure committee members are aware of which items on the agenda are the priorities for consideration, so that members can respect how the Chair will balance the time for discussion.
- Create a friendly atmosphere in which guests and newcomers are welcomed and introduced, appreciation is shown for management achievements and the effort put in to good papers and presentations, and all attending find it easy to participate in the discussion and to articulate different views.
- Ensure that those present with particular expertise or knowledge on an agenda item will have an opportunity to contribute
- Look for consensus; and where there is disagreement, look for middle ways forward that are viable and acceptable to all;

- Avoid conclusions which stray into areas of decision-making that properly belong to management (as distinct from indicating the strategic parameters within which those decisions should be taken).

Reviewing and Reporting

- To review the draft minutes within one week of receipt for accuracy and ensure that actions are clear
- Consider after each meeting whether the presentation of routine information could be made more relevant to the Committee's concerns or more effective and feed this back to the Clerk.
- Ensure that the Committee reviews its performance annually.
- To act as a conduit of information between the Committee and the Corporation

Corporation Committee Chair Person Specification

Responsible to: Funding and Inspector Bodies, College Stakeholders, the Board

ATTRIBUTES & RELEVANT CRITERIA (Assessment of the criteria will be made by application, interview and references)	ESSENTIAL/ DESIRABLE
Knowledge/Understanding	
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 subject area to which the Committees discussions relate	Essential
Clear understanding of the distinction between leadership and management	Essential
Experience	
Experience in a leadership role in the private or public sector	Essential
Committee leadership experience	Desirable
Business planning and development	Desirable
Skills/Abilities	
Good, independent judgement and ability to support and constructively challenge management	Essential
Excellent communication skills	Essential
Demonstrates impartiality, fairness, inclusiveness and ability to respect confidences	Essential
Facilitate safe environment for discussion of sensitive and complex matters	Essential
Other Requirements	
As part of the estimated time commitment of 2.5 hours per week, it is important that the Committee Chair is available to the Corporation Chair, 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.