

## **ANNEX I OF STANDING ORDERS – VICE CHAIR ROLE DESCRIPTION**

**Role Title:** Vice Chair of the Corporation  
**Responsible to:** The Chair of the Corporation, the College and its stakeholders and the wider community.  
**Pay Scale:** Voluntary Role. Expenses will be paid.

**Time Commitment:** The estimated time commitment of the role of Vice Chair is approximately four hours per week (although this will fluctuate due to business circumstances).

**Term of Office:** The Vice 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:**

In addition to the duties and responsibilities of Governor, the Vice Chair will act in the Chair's absence, support the Chair in the effective leadership of the Corporation and fulfil the role of Senior Independent Governor by provide a sounding board for the Chair and serving as an intermediary for the other governors where necessary.

### **Main Duties in Capacity of Vice Chair**

- Develop an effective working relationship with the Chair, Chief Executive, the Executive Team and the Clerk based on a full understanding of the role of the Board in the Governance of the College
- Understand and focus on the strategic oversight and issues of the College and the way it integrates with the wider community
- Act as deputy to the Chair when the Chair is unable to attend a meeting or function or to attend to a matter of business requiring his/her involvement.
- To know and understand the role and responsibilities of the Chair
- To act as confidant to the Chair in matters the Chair wishes to discuss regarding the work of the Board and the College.
- In the Chair's absence to exercise a second or casting vote where there is an equality of votes on any issue referred to a vote at a Board meeting.
- In the Chair's absence to exercise any specific authority delegated to the Chair by the Board and to ensure that such action is reported to the Board for information at its next meeting.
- To provide deputy leadership for the Board and aid the Chair in developing the Board as a team.
- The Vice Chairs shall seek to promote the best interests of the College wherever possible, be its ambassador, and represent it at meetings, presentations and conferences.

### **Main Duties in Capacity of Senior Independent Governor**

- Be available to Governors and co-opted Members if they have concerns which contact through the normal channels of Chair or Chief Executive has failed to resolve or for which such contact is inappropriate.
- Act as a sounding board for the Chair and Chief Executive on Corporation matters.

- Chair the Corporation meeting when it is considering succession to the role of Chair of the Board.
- Be a conduit, as required, for views by other Governors on the performance of the Chair, and conduct the Chair's annual performance appraisal.
- Be the focal point for board members for any concerns regarding the Chair, or the relationship between the Chair and the Chief Executive.
- Act as a trusted intermediary for Governors where this is required to help them to challenge and contribute effectively.
- Take the initiative in discussion with the Chair or other board members if it should seem that the Board is not functioning effectively.

**Vice Chair of the Corporation Person Specification**  
**Responsible to: The Chair of the Board, the College and its stakeholders and the wider community.**

<b>ATTRIBUTES &amp; RELEVANT CRITERIA (Assessment of the criteria will be made by application, interview and references)</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
Ability to challenge and support the Chair and 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 role of Vice Chair	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	Essential
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 four hours per week, the Vice Chair would need to be available by Governors and the 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.