

ROLE OF THE CHAIR and VICE CHAIR

- 1.1 The Chair and Vice Chair of the Corporation shall be elected by the full Corporation from those Governors who are not staff or students of the College. The Chair and Vice Chair are eligible for re-election at the end of their term of office.
- 1.2 The Vice Chair shall act for the Chair in his/ her absence.
- 1.3 The Chair shall call, agree the agenda for, and preside at, meetings of the Corporation.
- 1.4 The Chair may call a special meeting of the Corporation (if necessary with less than seven days' notice) if there are matters of significance to be dealt with which are too urgent to await the next scheduled meeting.
- 1.5 At meetings of the Corporation where there is an equal division of votes on an issue, the Chair may exercise a second or casting vote.
- 1.6 If at any time the Corporation is satisfied that that the Chair or Vice Chair is unable or unfit to discharge the functions of Chair or Vice Chair (as the case may be), the Corporation may by notice in writing to the Chair or Vice Chair remove him or her from office and thereupon the office shall be vacant. Before the Chair or Vice Chair can be removed, a resolution must be put to the Corporation by a member who has not had any direct participation or personal involvement in any debate concerning the Chair or the Vice Chair. The Chair or the Vice Chair concerned should have the opportunity to reply in writing or in person at a meeting of the Corporation to any complaints made against him or her. The resolution will be passed on a simple majority vote of the Governors present, excluding the Chair or Vice Chair as appropriate.
- 1.7 The Chair shall ensure that the Corporation fulfils its duties in:
 - articulating the vision of the Corporation
 - maintaining and developing the ethos of the College
 - setting corporate objectives
 - assessing the performance of the Principal
 - establishing high standards of integrity
 - monitoring the financial health of the College
- 1.8 The Chair is responsible for providing effective leadership of the Corporation 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 meetings of the Corporation following established procedures;
 - taking care that the business of committees of the Corporation is reported appropriately;

- ensuring that the views of all members are sought at meetings of the Corporation and that members work together effectively as a team;
 - being satisfied that the seven principles of public life established by Nolan are observed in all business of the Corporation. These are:
 - selflessness
 - integrity
 - objectivity
 - accountability
 - openness
 - honesty
 - leadership;
 - providing personal support to Corporation members and, if and when necessary, discussing matters relating to attendance, performance or conduct where necessary;
 - promoting a critical self-assessment of Corporation processes;
 - Addressing the balance of the Corporation with respect to gender, age, ethnicity and stakeholder representation.
- 1.9 The Chair shall develop an effective working relationship with the Principal and the Clerk, based on a mutual understanding of the responsibilities and authority each role carries, and the role of the Corporation in the governance of the College.
- 1.10 The Chair is responsible for promoting a constructive and supportive working relationship with the Principal, to assist him/her in achieving agreed objectives while maintaining a professional relationship at all times. The Chair shall contact the Principal regularly for the purposes of two-way consultation and communication, and in particular for the following purposes:
- briefing of the Chair by the Principal on matters of interest and importance;
 - updating on key events and progress since the previous meeting;
 - informal exploration of differences of opinion as they arise;
 - agenda setting, in consultation with the Clerk;
 - early warning of problems which may arise for the College;
 - the opportunity for informal discussions relating to working practice.
- 1.11 The Chair shall undertake the annual appraisal of the Principal, having reference to the wider membership
- 1.12 The Chair shall undertake the annual appraisal of the Clerk, having reference to the wider membership.
- 1.13 The Chair will be responsible for ensuring appropriate development and training for the Senior Post Holders.
- 1.14 The Chair shall instigate disciplinary action against holders of senior posts should the need arise.
- 1.15 The Chair shall seek to promote the interests of the College wherever possible.

- 1.16 The Chair shall represent the College at meetings, presentations and conferences as appropriate.
- 1.17 The Chair shall assist in compiling job descriptions and personnel specifications of the Senior Post Holders and the Director of Governance and shall supervise the appropriate arrangements for the selection process.
- 1.18 The Chair may act on behalf of the Corporation between meetings on matters delegated by the Corporation or on routine matters such as the signing of routine documents on behalf of the Corporation, or in response to approaches made to the Corporation by external organisations on issues which do not require approval by the Governing Body.
- 1.19 The Chair, in the absence of the Chair of a Committee, may take the Chair of any Corporation committee except the Audit Committee; or if an urgently required meeting of the Committee would otherwise be inquorate.

PERSONAL QUALITIES REQUIRED

Essential

1. Commitment to lifelong learning and the college's mission statement.
2. Experience of chairing meetings.
3. Ability to think strategically.
4. Ability to speak confidently in public
5. Availability to attend Corporation meetings, to advise the Principal between meetings and to attend other ad hoc meetings as necessary.

Desirable

1. Experience as a governor of a further education college is preferable
2. Experience of public relations.
3. Experience of leadership in a senior role in a public or private sector organisation.
4. Experience of performance management techniques.