

Role description for Vice Chair of the Corporation

1. Appointment

The Vice Chair is an independent Governor of the Brooklands College Corporation Board, and is expected to perform the duties of a Governor as set out in the Governor role description and the Corporation's constitutional documents, including the Instrument and Articles of Government, Standing Orders and Code of Conduct.

The Vice-Chair shall be appointed by the Board for a period of two years, in accordance with all the Corporation's approved procedures. The Vice-Chair will be eligible to stand for reappointment for a further term at the discretion of the Corporation Board.

2. Accountability

The Vice Chair is accountable to the Corporation Board.

3. Responsibilities

The Vice-Chair of the Corporation will support the Chair to ensure that Board observes the principles of public life and operates effectively. In doing so, the principal duties of the Vice-Chair of the Board are:

- To support the Chair of Corporation in performing their duties & responsibilities (see Chair's role description for reference)
- To perform the responsibilities of the Chair of Corporation during their absence
- To Chair meetings of the Corporation in the absence of the Chair of Corporation and ensure that it functions effectively
- To Chair the Governance, Nominations and Remuneration Committee, which is responsible for upholding good governance, recruiting new governors and all matters relating to the performance and remuneration of the Principal and Chief Executive, Director of Governance and other designated senior postholders.
- To attend training and induction as required to carry out the role of Vice-Chair and governor.

4. Skills, Abilities and Personal Qualities

The general qualities required of the Vice Chair of the Corporation are:

- a strong personal commitment to Further Education and the values, and aims of the college
- a willingness to devote the necessary time and effort to their duties as Vice Chair and Governor
- political awareness and an understanding of the economic, social and political dynamics of the region
- a strategic vision and good, independent, judgement
- to be willing and confident to offer support and challenge and engage others in debate
- honesty and integrity
- skills of networking, influencing and advocacy
- an understanding, of the importance of and a commitment to equality and diversity
- to have respect for confidentiality
- financial acumen
- an ability to communicate with college staff and students.
- the ability to analyse complex regulatory information and interpret data
- availability to attend induction/training/events organised by the college and other bodies

To meet the specific responsibilities of the role, the Vice Chair should also have significant knowledge of:

- Good governance principles;
- Human Resources practices, especially applied to the employment, performance management and remuneration of senior staff.

5. Term of Office

The term of office shall be for a period of two years. The Vice Chair may be re-appointed for further terms of office, as long as they remain a Governor of the Corporation Board. (It should be noted, that Governors would usually serve two, four-year terms of office. Additional terms of office, may be served under exceptional circumstances, following the scrutiny and approval of the Corporation).