# ROLES, RESPONSIBILITIES AND PERSON SPECIFICATION FOR MEMBERS

**Main Responsibilities of the Corporation**

Under Article 3 of the College’s Articles of Government the Board is responsible for:

1. The determination and periodic review of the educational character and mission of the College and for the oversight of its activities.
2. Approving the quality strategy of the institution.
3. The effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets.

c) Approving annual estimates of income and expenditure.

1. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the clerk.
2. Setting a framework for the pay and conditions of service of all other staff.

**Responsibilities of Individual Members**

* 1. To attend meetings of the Corporation and Committees and other occasional events arranged by the College and to work towards the individual attendance target of 75% for formal meetings.

* 1. To be a member of at least one committee of the Board
  2. To participate actively and constructively in meetings of the Board and the appropriate committees.

1. To take an active interest in Further Education in general and in the College in particular.
2. To sign and abide by the Code of Conduct as approved by the Board and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board.
3. To contribute to the strength of the Board by bringing an external perspective and experience to the Board’s oversight of the College but to stop short of giving professional advice.
4. To act as an ambassador for the College and to foster good relations between the College and the local community.
5. To always to act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies.
6. To participate in the annual review of the performance of the Corporation.
7. To take part in any relevant training and development events or opportunities as arranged from time to time for the benefits of Members.
8. To demonstrate a personal commitment to the seven principles of Public Life as set out in Lord Nolan’s Report on Standards in Public Life (See Annex 1, Code of Conduct).
9. To demonstrate a commitment and support for the principles of equality of opportunity for all.
10. To give any additional assistance as may be reasonably requested by the Chair of the Corporation.

**Governors’ Person Specification**

In seeking to fill any vacancy, the Corporation endeavours to maintain a balance of skills and experience amongst its membership. The following is a specification for governors in general.

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| **Key skills** | **Narrative** |
| Commitment to education | Able to demonstrate a commitment to lifelong learning and the role of the College in improving the nation's skills base. |
| Interpersonal  and team work | Able to work positively with others and debate whilst maintaining a constructive atmosphere. |
| Communication and ability to influence | Able to express ideas/plans in a clear manner and to listen actively to other views. Able to communicate effectively. |
| Planning  and organisation | Able to establish quickly an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the College. |
| Drive to achieve and  determination | Able to create the required energy/enthusiasm and commitment necessary to be effective and have the tenacity to overcome obstacles. |
| Strategic perspective | Able to develop a broad-based view of issues and events and perceive their long-term impact. |
| Intellectual  and technical ability | Able to absorb sometimes complex information and rationalise appropriately. Able to think laterally and arrive at a pragmatic solution. |
| Leadership | Able to demonstrate behaviour and skills that motivate others to achieve, inspire confidence in others to achieve objectives, and respect the views of others. |
| Experience | * Experience of a senior management role or its equivalent or an appreciation of issues that affect the senior management role. * Expertise in a field which is of relevance to the oversight of the affairs of the College. * Ability to demonstrate a full understanding and appreciation of the principles of governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life |
| Circumstances | Available to attend scheduled meetings of the Corporation and Committees. |
| Equality | Committed to equal opportunities |