



ROLE DESCRIPTION – COMMITTEE CHAIR
Final Approval Authority Governing Body 5 December 2012
Previous consideration Search & Governance 7 November 2012
Did the previous meeting approve/recommend for approval? Yes
Policy Responsibility: Clerk to the Governors
Review date: December 2014. Every two years - by Search & Governance in first instance

1 Overview

The primary role of the Committee Chair is to lead the relevant committee of the Governing Body and effectively and efficiently discharge its remit and responsibilities as outlined in its Terms of Reference. For some committees, additional documentation (for example, the Audit Code of Practice and Financial Memoranda) makes comment on both the efficient and effective conduct of its business and/or impose additional conditions. The Clerk can advise.

The Instrument & Articles of Government allow corporations to establish committees and to delegate powers to them. The Standing Orders further articulate:

“3.4 Appointment of Chair of the Standing Committees

3.4.1 The appointment of Chair of the Standing Committees shall be made by the Governing Body, normally for a period of four years or until such time as the Chair ceases to be a Governor if this is sooner.

3.4.2 The appointment of Vice Chair of the Standing Committees shall be made by members of the Committee, normally for a period of four years or until such time as the Vice Chair ceases to be a Governor if this is sooner.”

2 Role & Responsibilities of Committee Chairs

1. To chair committees of the Governing Body effectively to enable it to meet its duties and responsibilities within an appropriate scheme of delegation
2. In liaison with the Clerk and relevant members of the Executive, to approve the draft agendas and minutes of the committee;
3. In liaison with the Clerk, to ensure that the cycle of committee business meets its terms of reference, the remit of the committee and those elements of the strategic and other plans which have been delegated to the committee;
4. To ensure that the decisions and recommendations of the committee have been actioned appropriately;
5. To move receipt of the committee’s minutes by the Governing Body and to propose the recommendations contained in those minutes for adoption by the Governing Body.
6. To facilitate discussion of the minutes and recommended reports to the receiving Governing Body, with appropriate reference to the Clerk and the Executive.
7. To liaise, as appropriate, with the Chair of Governors on the performance and development of the Committee and any items of business arising.
8. To assist with the development of the committee as a team and to contribute to the development of the committee and its members.
9. To commit to undertake personal development in the role and lead committee members in the same.

3 Appointment

Committee chairs can be nominated from among other committee members or by the Governing Body. Appointment is confirmed by the Governing Body. The Chair is usually elected for a four-year term, but may wish to serve for less time and can be re-elected at the end of their term, in accordance with the Standing Orders. A member will usually have served one year before becoming a committee chair but this will not be proscriptive. External co-opted members may not be elected as chair.

4 Time Commitment

The time commitment may amount to up to one day per term, in addition to other duties as Governor.

5 Notice Period

The Vice-Chair will be expected to give one term's notice of their intention to step down in the role. The notice will be in writing to the Clerk.