

**ROLE DESCRIPTION – COMMITTEE CHAIR**

Final Approval Authority Governing Body - 8 July 2021

Previous consideration Search &amp; Governance - 30 June 2021

Did the previous meeting approve/recommend for approval? Yes

Policy Responsibility: Director of Governance

**Review date: July 2023. 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 Post 16 Audit Code of Practice and the College Accounts Direction) makes comment on both the efficient and effective conduct of its business and/or impose additional conditions. The Director of Governance can advise.

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

**“4.2 Appointment of Chair of the Standing Committees**

**4.2.1** 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.

**4.2.2** 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 Director of Governance and relevant members of the Executive, to approve the draft agendas and minutes of the committee;
3. In liaison with the Director of Governance, 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. In liaison with the Director of Governance and relevant members of the Executive, to ensure that the minutes of the committee are received and that recommended reports are discussed by the Governing Body;
6. .
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 take an active role in the annual self-assessment of the committee’s performance;
9. To assist with the development of the committee as a team and to contribute to the development of the committee and its members.
10. To commit to undertake personal development in the role and lead committee members in the same.

### **3 Appointment**

. The Search and Governance Committee makes recommendations on the appointment of committee chairs to the Board. Appointment is confirmed by the Governing Body. The Chair is usually appointed for a four-year term, but may wish to serve for less time and can be re-appointed at the end of their term, in accordance with the Standing Orders. External co-opted members may not be appointed as chair of a committee

### **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 Director of Governance.