

ROLE DESCRIPTION - VICE-CHAIR OF THE GOVERNING BODY
Final Approval Authority Governing Body – 11 December 2024
Previous consideration Search & Governance - 20 November 2024
Did the previous meeting approve/recommend for approval? Yes
Policy Responsibility: Director of Governance
Review date: As required prior to the appointment or reappointment of the Vice-Chair

1. Overview

This role description is to be read in conjunction with that of the Chair of Governors. The primary role of the Vice-Chair is to support the Chair of Governors and where appropriate, to lead the Governing Body in their absence. The role may be used to deputise and/or in an advisory capacity.

The Instrument & Articles of Government requires corporations to appoint a vice-chair and makes provision for the terms of their appointment:

“5— (1) The members of the Corporation shall appoint a Chair and a Vice-Chair from among themselves.

(2) Neither the Principal nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence.

(3) If both the Chair and the Vice-Chair are absent from any meeting of the Corporation, the members present shall choose someone from among themselves to act as Chair for that meeting.

(4) The Chair and Vice-Chair shall hold office for such period as the Corporation decides.

(5) The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk.

(6) If at least 70% of the Corporation is satisfied that the Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Chair from office and the office shall then be vacant.

(7) If at least 70% of the Corporation is satisfied that the Vice-Chair is unfit or unable to carry out the functions of office, it may give written notice, removing the Vice-Chair from office and the office shall then be vacant.

(8) Where there is a vacancy in the position of Chair following the resignation or removal of the current Chair, the Corporation shall go out to external advert in accordance with the procedures set out in the College’s Standing Orders.

(9) At a meeting before the end of the term of office of the Chair, the Corporation may reappoint the current Chair for a second term of office. Where there is to be no reappointment of the current Chair then either at that meeting or at the first meeting following the expiry of the Chair’s current term of office or the Chair’s resignation or removal from office, the members shall appoint as Chair the successful candidate appointed in accordance with paragraph (8).

(10) Any member who is to be appointed as Chair may before their appointment as Chair takes effect be appointed by the Corporation as “Chair Designate” to work alongside the current Chair to ensure a smooth handover of responsibilities

(11) At the last meeting before the end of the term of office of the Vice-Chair, or at the first meeting following the Vice-Chair’s resignation or removal from office, the members shall appoint a replacement from among themselves.

(12) At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for reappointment.”

(13) Paragraph (12) is subject to any rule or bye-law made by the Corporation under article 23 of the Articles of Government concerning the number of terms of office which a person may serve.

2. Responsibilities & Requirements Of The Role

1. The leadership of the Governing Body in the absence of the Chair (for which see the Role Description of the Chair)
2. Chair meetings of the Governing Body in the absence of the Chair and ensure the effectiveness of such meetings
3. Lead ad hoc piece of work at the request of the Chair
4. Facilitate communication between Committee Chairs to enable Committees to co-ordinate their response to strategic issues
5. Assist as required in the full range of responsibilities necessary for the Governing Body to discharge its responsibilities to Senior Post Holders, e.g. the Vice-Chair would normally hear the first stage of any grievance against a Senior Post Holder
6. To substitute for the Chair in their absence in any of the functions described in the Role Description of the Chair or any other matter.
7. To meet with the Chair annually to discuss the Chair's 360 degree review report and provide a summary report including actions to the Search and Governance Committee
8. To be available to members of the Governing Body, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Governance Professional, has failed to resolve or where such contact is inappropriate.

The Vice-Chair will:

1. Demonstrate a strong personal commitment to the College's mission and values.
2. Act fairly and impartially in the Governing Body's and College's interests using independent judgement and values informed by the Nolan Principles
3. Make the time commitment required of the Chair where they deputise for that role.
4. Lead the Governing Body, where they deputise at meetings, so that its business is carried out in an efficient and effective manner.
5. Be decisive in engaging others in decision-making processes
6. Understand the distinction between governance and management
7. Possess some experience of working with boards and understanding of the requirements of board leadership
8. Be able to lead and contribute powerfully to financial and strategic planning
9. Possess the skills and experience to be able to "see the big picture"
10. Be willing to attend events organised by the College and other bodies.
11. Commit to undertake personal development in the role and lead Governors in the same.

3. Election

The Vice-Chair should be elected by all eligible Board members in accordance with all statutory procedures, including the Instrument and Articles.

4. Term of Office



The term of office shall normally be for a period of four years or until such time as the Vice Chair ceases to be a Governor if this is sooner.

5. Time Commitment

The time commitment will vary depending on the needs of the Chair and the Governing Body.

6. 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.