



Bexhill 6th Form College

# **ROLE OF THE CHAIR & VICE-CHAIR OF CORPORATION**

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# ROLE OF THE CHAIR & VICE-CHAIR OF CORPORATION

The Chair of the Corporation is responsible for conducting effective governance and coordinating the relationship between the Corporation, the Principal and the Clerk to the Corporation. The link between the Chair, Principal and Clerk is key to the effective running of the Corporation.

## THE ROLE OF THE VICE-CHAIR

The Vice-Chair will act for the Chair in his/her absence or at his/her request.

### 1. APPOINTMENT AND ACCOUNTABILITY

- a. The Chair and Vice-Chair of the Corporation shall be elected by the full Corporation in accordance with all statutory procedures. Election takes place on an annual basis (at the last meeting before the end of term of office) by the full Corporation. The Chair and Vice-Chair are eligible for re-election at the end of their term of office.
- b. The Chair is responsible to the Corporation.

### 2. LEADERSHIP

The Chair is responsible for:

- a. Leadership of the Corporation.
- b. Ensuring the Corporation exercises its control over the College's strategic direction and that College performance is effectively assessed against the objectives and indicators which the Corporation has approved.
- c. Ensuring that the Corporation exercises collective responsibility and that Governors support and share responsibility for decisions taken collectively at formal meetings and respect the Code of Conduct.
- d. Encouraging Governors to work together effectively, contributing their skills and expertise appropriately.
- e. Ensuring that the Corporation adheres to accepted standards of behaviour in public life including its Code of Conduct.
- f. Working within the protocols for use of delegated authority or Chair's action as set out in the College's Standing Orders.
- g. Establishing a constructive, supportive and challenging working relationship with the Principal, and in particular recognising the separate roles of governance and management.
- h. Developing an effective working relationship with the Clerk to the Corporation, working closely with him/her on Corporation business.

### 3. CORPORATION BUSINESS

- a. The Chair shall ensure that the Corporation acts in accordance with:
  - The Instruments and Articles of Government (I&As).
  - Other external regulatory requirements.
  - The College's governance requirements.

The Chair should seek advice from the Clerk in any case of uncertainty.

- b. The Chair, through liaison with the Clerk, shall ensure all relevant information is presented to the Corporation and its Committees through reports.
- c. The Chair shall ensure that Corporation business is carried out efficiently and effectively, in a manner appropriate for the conduct of public business.
- d. The Chair leads on, with the assistance of the Principal and the Clerk to the Corporation where appropriate, the development and implementation of Corporation inductions, training and development.

- e. In relation to Senior Post Holder appointments the Chair shall assist in compiling job descriptions and person specifications, and will supervise the selection and appointment process.
- f. The Chair will be responsible for instigating any necessary disciplinary action against the holders of posts designated as senior posts.
- g. In charring meetings of the Corporation the Chair shall ensure that all I&As, Standing Orders and committee procedures are complied with, and will liaise as required with Chair of Committees to ensure a reasonable consistency of practice in Corporation business.

#### **4. THE CORPORATION'S PERFORMANCE**

The Chair should:

- a. Ensure that the Corporation self-assesses its own performance/processes and conducts a regular review of Governors' performance.
- b. Encourage Governors to participate in appropriate training and development.
- c. Ensure that appropriate performance review processes exist and are used College wide.
- d. Conduct the performance review of the Principal and the Clerk to the Corporation, and report the outcome to the Remuneration Committee.
- e. Encourage and participate in the review of his/her own performance.
- f. Take a leading role in supporting the work of the Search Committee in securing the recruitment of new Corporation members and ensure effective board succession plans are in place, taking account of the need for a diverse membership with the necessary skills and expertise.

#### **5. THE EXTERNAL ROLE**

The Chair may be asked to:

- a. Represent the Corporation and College at external meetings, presentations and conferences (this is not an exclusive role and can be extended to other Governors).
- b. Play an agreed ambassadorial role on the College's behalf.
- c. Liaise between key stakeholders and the College (coordinated by College senior staff).
- d. Participate in the activities of governance organisations as appropriate.

#### **6. PERSONAL QUALITIES**

The Chair will:

- a. Demonstrate a strong personal commitment to further education and the College's values, aims and objectives.
- b. Act fairly and impartially in the Corporation and College's interests, using independent judgement and maintaining confidentiality as appropriate.
- c. Attend meetings of which he/she is a Chair or member, giving timely apologies if absence is unavoidable.
- d. Commit to the overall time commitment required of the Chair to effectively carry out the role. The likely overall time commitment required for the Chair of Corporation for the effective conduct of the duties of the post is 30 hours per month [noting that this will fluctuate through the year].

Clerical support is in place through the Clerk to the Corporation, if required.

#### **7. EXPENSES AND INSURANCE**

- a. The office of Chair is not remunerated, but the Chair is able to reclaim all travelling and similar expenses incurred in the cost of institutional business.
- b. Director's liability insurance is in place