

## West Suffolk College

### Role Description and Person Specification for Committee Member

#### Role Description

FE College Corporations are the legal entities established for the charitable purpose of advancing education. Corporations are both:

- a statutory corporation established under the Further and Higher Education Act 1992, and
- an exempt charity

The duties of the Corporation are specified in the Instrument and Articles of Government.

Committee Members do not have to make the full-time commitment or take on the full range of responsibilities of Governors but are expected to contribute their professional, specialist and general management skills to the Corporation's committees in a non-executive role.

The role of the Committee Members is to support the delivery of the Committee's terms of reference and will often include duties to:

- Hold executive leaders to account for the educational performance and quality of the College, and for the performance of staff
- Exercise effective control to ensure that funds and assets are protected and legal obligations are met
- Ensure the Corporation carries out its purpose for the public benefit
- Comply with the Corporation's governing document and the law
- Ensure that the Corporation's resources are managed responsibly
- Ensure the Corporation is accountable
- To develop effective links within the College community, communicating openly and frequently as appropriate and ensuring that the institution meets their responsibilities to the community and serves the community's needs in relation to the safeguarding and education of its students;
- Provide challenge and support to senior leaders including the CEO;
- Set the College's strategic and operational policies;
- Set and monitor performance benchmarks;
- Determine curriculum priorities;
- Set the overall College Budget;
- Monitor expenditure in accordance with appropriate authorisations;
- Ensure an effective risk management strategy;
- Ensure appropriate insurance or risk cover is put in place;
- Support a culture that develops staff including training programmes and opportunities for professional development;
- Approve site and asset management strategies;
- Approve any significant capital expense and building projects;

## **Person Specification**

The key competencies required are:

- the ability to take a strategic view of the College and the Board, and to act in the long-term interest of the students.
- an understanding of and commitment to the College's Instruments and Articles of Government, ethos and values;
- an understand the governance arrangements of the Corporation and its scheme of delegation;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of governance in company and charitable law;
- effective communication skills;
- the ability to make sound judgements;
- the ability and willingness to hold others to account for their professional practice;
- the ability to work as a team;
- able to attend meetings and to contribute to discussions and commit to agreed actions;
- respectful of the views of others and to be open to new ideas and thoughts;
- able to maintain confidentiality;
- able to act with integrity, avoiding any personal conflicts of interest and complying with the Corporation's Code of Conduct and Conflict of Interest policy;
- willing to support the College in public and act as an ambassador of the College; and
- committed to training and skills development.

Desirable competencies (not all to be held by a single individual):

- A record of continuous professional development;
- Educated to higher level in professional area of expertise;
- Experience of driving positive change;
- Experience in leadership and management;
- Professional experience in education/accountancy/finance/business/HR/marketing/law;
- Monitoring and evaluating performance in the commercial and/or not for profit sectors;
- An understanding of the use of data to assess the progress, strengths and weaknesses of an educational environment;
- An understanding of financial and workforce data;
- Strategic vision; and
- An ability to use financial workforce data to inform decision making.

Individuals must make the following declaration to serve as a Committee Member:

**I confirm that having read the Eligibility to Serve Declaration to the best of my knowledge, I remain eligible to be a member of the Corporation and will:**

1. act in accordance with the Code of Conduct and the provisions of the Code of Good Governance;
2. immediately give notice, to the Governance Professional, in the event that I become disqualified from continuing to hold office in accordance with the Instrument and Articles of Government.

**and I consent to:**

- the processing of the information being held and processed about me in accordance with the General Data Protection Regulations 2018;

- the publication of my personal profile on the College website;
- the use of my photograph for publicity purposes, local and national, as well as the World Wide Web and for any other purposes as West Suffolk College deem fit;
- sharing my contact details with other governance members of the Eastern Education Group