

West Suffolk College

Role Description and Person Specification for Vice Chair(s) of the Corporation

Role Description

The Corporation has legal oversight of the College, including responsibility for meeting statutory requirements and reporting to the Department for Education (DfE), Companies House and the Charity Commission.

The Corporation also has strategic oversight of the College, ensuring that ambitious strategic goals are set and worked towards effectively.

The Corporation works in collaboration with the CEO and Executive to make decisions on key issues, offering support and challenge as part of this.

The Corporation also acts as a point of escalation for internal and external stakeholders, for example any complaints or grievances.

The Vice-Chair(s) will work with the Chair to carry leadership responsibility within the Corporation.

In particular they will carry out the Chair's duties in the event that the Chair is absent.

The Chair may ask the Vice-Chair(s) to support with key responsibilities, such as interviewing and inducting new Governors.

Chair responsibilities

The Vice Chair(s) must exemplify the following characteristics expected of all Board members:

- To uphold the Corporation's values and adhere to core principles of decision-making;
- To comply with all applicable terms of reference and laws;
- To follow education, charity and company law duties as exemplified in the College's Instrument and Articles of Government;
- To make sufficient time available to exercise their duties;
- To follow up promptly on all actions and requests;
- To offer support and challenge to the CEO and Executive team;
- To support risk management, safeguarding and data protection;
- To use appropriate channels for communication and data sharing;
- To promote and support the College externally;
- To share resources and opportunities from within their network.

In addition, the Vice Chair(s) commit to the following:

- To work with the Chair to provide leadership of the College and the Corporation, including acting as an external ambassador and champion for the College;
- To deputise for the Chair in instances where the Chair is unable to attend meetings;
- To act according to the leadership and guidance of the Chair in ensuring that all Governors uphold their key responsibilities;
- To keep under regular review that the Corporation has an appropriate composition, and to lead in

particular on this area also ensuring that any nomination, induction, appraisal and end-of-term processes are followed;

- To act as a point of escalation for internal and external matters as required, including resolving disputes, conflicts and complaints, in addition to the Chair, or where concerns raised are about the Chair;
- To develop a strong and constructive working relationship with the CEO, as well as the Executive where applicable.

As well as the general experience, knowledge and skills expected of all Governors, the Vice Chair(s) are expected to demonstrate the following:

- Significant experience of leadership and management, in line with the scale and ambition of the College;
- The experience, gravitas and relationship skills to inspire confidence in internal and external stakeholders;
- Tact, diplomacy and the ability to resolve challenging issues, including disputes, conflicts and complaints;
- Experience of governance, including financial management, risk management and safeguarding;
- Experience of managing governance processes, including shaping the agenda, chairing meetings, ensuring actions are followed up, hosting events.