

CHELMSFORD COLLEGE

ROLE AND PERSON SPECIFICATION

Role title: Corporation Member

Responsible to : The Board

Main purpose of the role

The work of Board Members in setting the strategic direction of the College and in driving up quality, achievement and participation is central to the success of the College. Board Members, whether as a Corporation, in Committee, or in their links with College Departments and activities, must ensure they allot sufficient time to this work and undertake it with rigour, acting as a critical friend to the Senior Management Team.

Main duties and responsibilities

- To ensure compliance with the Instrument and Articles of Government
- To ensure compliance with the provisions of the following documents as they apply to Members of the Corporation – Code of Conduct for Members, College Financial Regulations, College Governance Protocols
- To ensure an understanding of the following:
 - The role of the Chair in leading the work of the Corporation
 - The role of the Clerk in supporting the work of the Corporation
 - The role of the Principal in managing the day to day operations of the College
 - The rules and procedures for Meetings of the Board and its Committees
 - The audits undertaken for the College and their relevance
 - The role of Committees and the business allocated to them
- To act in the best interests of the Corporation and with the highest loyalty to the College
- To ensure that decisions are always taken for the benefit of the College, its students, staff and other users/partners and that they safeguard the use of public funds
- To support decisions of the Corporation and its Committees, once they have been reached on the basis of collective responsibility, even in the event of having spoken or voted against the proposal during a debate at a Meeting

- To avoid circumstances where there may be actual, potential or perceived conflict between personal interests including those of family or your business and those of the College and, where possible conflicts of interest arise, to disclose them at all Meetings
- To read all papers sent prior to a Meeting to ensure an informed debate and decision making process can take place, incorporating your participation
- To understand that individual Members of the Board have no specific powers, e.g statements may only be made on behalf of the Corporation by those authorised to do so
- To promote the effective implementation of the College's equality and diversity policies in all aspects of the duties of the role, including being aware of the requirements of the Equalities Act 2011
- To promote the highest standards of health and safety practice in all aspects of the duties of the role
- To actively participate in induction training on appointment and any other relevant training that will be required or recommended for the role
- To be aware of and adhere to the seven Nolan Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Person Specification

- Able to attend Board and, if applicable, Committee Meetings and available to attend occasional additional activities as may be required e.g. Graduation, Awards Ceremonies, Department links
- An understanding of the College's vision and supporting the College in delivery of the College Strategic Plan
- Previous Leadership and Management experience is desirable
- Previous non-executive Board experience advantageous
- A commitment to ensuring the best outcomes for learners
- Voluntary and business committee experience and knowledge which is complementary or additional to that already available to the Board through its current membership

- Able to listen to all relevant information, respect the views of others, and to express their own views clearly and succinctly
- The ability to consider all aspects debated and reach a fair conclusion
- An understanding of local and national agendas and politics that may affect decision making
- Communicating tactfully and diplomatically
- Ability to work as a team member
- Prepared to challenge opinions and information in a proactive and constructive way
- Prepared to take tough decisions and support them
- A genuine interest in the staff and students of the College
- No connection with any organisation or group operating in direct competition with the College, unless otherwise agreed with the Corporation