

East Coast College

Chair

Role Description

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| Remuneration: | The role of Chair is not accompanied by any financial remuneration, although expenses may be claimed |
| Location: | Great Yarmouth and Lowestoft |
| Time commitment: | <p>It is envisaged that it will require a significant time commitment from the Chair of up to 40 hours a month.</p> <p>Up to 10 Board meetings per year plus other committee meetings.</p> <p>The Chair is also expected to have regular meetings with the Chief Executive and Director of Governance, represent the College at various events and attend meetings with key stakeholders.</p> |
| Reporting to: | The Corporation of East Coast College |

Objectives

The Chair and the Board will hold the Chief Executive and senior Executive Team to account for the College's mission and vision and financial management.

The Chair will provide inclusive leadership, ensuring that each Governor fulfils their duties and responsibilities for effective governance.

The Chair will also support, and, where appropriate, challenge the Chief Executive and senior team.

The Chair will ensure that the Board functions as a unit and works closely with the entire senior team to achieve the agreed objectives.

The Chair will act as an ambassador and the public face of the College in partnership with the Chief Executive.

Chair's Principal responsibilities

Strategic leadership

- Provide leadership for the East Coast College Group
- Provide leadership to the College and its Board, ensuring that the College has maximum impact for its students, businesses and wider community
- Ensure that Governors fulfil their duties and responsibilities for the effective governance of the College.
- Ensure that the Board operates within its objectives, and provides a clear strategic direction

- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health, with systems in place to ensure financial accountability
- Ensure that the Board oversees the vision and mission of the College and that this is regularly reviewed

Governance

- Ensure that the governance arrangements are working in the most effective way
- Develop the knowledge and capability of the Board
- Encourage positive change where appropriate
- Address and resolve any conflicts within the Board
- Appraise the performance of the Governors and the Board on an annual basis
- Ensure that the Board is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead effectively, and which also reflects the wider population
- Work within any agreed policies adopted by the College and the Corporation

External Relations

- Act as an ambassador both internally and externally
- Act as a spokesperson for the organisation when appropriate
- Represent the College at external functions, meetings and events
- Build relationships with external stakeholders
- Handle relations with the media on behalf of the Corporation

Efficiency and effectiveness

- Chair meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Governors are fully engaged
- Ensure that decisions are taken in the best, long-term interests of the College
- Ensure that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Governors
- Work closely with the Chief Executive and Director of Governance to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive, Director of Governance and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles
- Establish and build a strong, effective and a constructive working relationship with the Director of Governance to help ensure the good governance of the College
- Ensure regular contact with the Chief Executive and Director of Governance and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive to maintain an overview of the College's affairs, providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive, Senior Post Holders and Director of Governance in consultation with other Governors and the Board
- Ensure that the Chief Executive, Senior Post Holders and Director of Governance have the opportunity for professional development and appropriate external professional support

Additional information

The Chair will be supported in their role by the Director of Governance. A description of the Director of Governance's role and responsibilities can be found in these standing orders

The Vice-Chair(s) acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

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Person Specification

In addition to the qualities required as a Governor, the Chair must also meet the following requirements:-

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the College, its strategic objectives and cause
- Personal gravitas to lead a significant £30 million organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the College
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours (Corporation meetings are generally held in the evening)

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career and/or volunteer work
- Experience of governance and working with or as part of a Board
- Experience of external representation, delivering presentations and engaging with stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

- Broad knowledge and understanding of the Further Education and Sixth Form sector and current issues affecting it
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of educational finance issues
- Good understanding of governance issues

Terms

- The College's Chair will normally serve a two-year term, subject to a successful annual review and will be eligible for re-appointment.