

## **TRAFFORD COLLEGE**

### **Chairperson of the Board of the Corporation**

#### **Key Tasks**

- Provide leadership of the Board of the Corporation.
- Liaise with the Principal over the strategic direction of the College, exercising oversight of the College Senior Post Holders.
- Chair all meetings of the Board of the Corporation including chairing of other agreed committees.
- Liaise with the Clerk to the Corporation regarding all Governance matters.
- Represents the College at external events.

#### **Time Commitment**

- The Chairperson will be required to attend all meetings of the Board of the Corporation and relevant committees (approximately 50 hours per year). All meetings are normally scheduled to commence at 5.30 pm.
- In addition the Chairperson will have regular meetings with the Principal, the Clerk to the Corporation and members of the Board of the Corporation (approximately 40 hours per year).
- Attendance at college events as appropriate (30 hours per year).

## **TRAFFORD COLLEGE**

### **Role Description Chairperson of the Board of the Corporation**

#### **Leadership**

The Chairperson will:-

- Lead the Corporation as a team, ensuring that its business is carried out efficiently and that members exercise collective responsibility whilst fostering a strong team spirit and ethos amongst members.
- Ensure that the Corporation sets the vision, mission, strategic direction, objectives and performance indicators for the College and works collaboratively with the Principal to achieve this.
- Ensure that the Corporation assesses the College's performance against its strategic objectives and performance indicators.
- Ensure that Corporation members recognise the distinction between governance and executive management and ensure that this distinction is maintained in the conduct of corporation business so that it focuses on strategy, performance and accountability.
- Establish a constructive working relationship with the Principal and the Executive Leadership Team based on regular communication and a shared commitment to ensuring the Corporation's ongoing effectiveness.
- Provide support to Corporation members and discuss the contribution and performance of Corporation members on a regular basis.
- Chair Board of the Corporation meetings and any other committees/working groups as appropriate.
- Represent Trafford College at external meetings, events and conferences as appropriate.

#### **Accountabilities**

The Chairperson will:-

- Be responsible to the Corporation and its members for the integrity of the Corporation and the conduct of its business.
- Seek to maintain the reputation of Trafford College and demonstrate a personal commitment to its vision and values and to meeting the interests of the communities it serves.
- Together with the Clerk to the Corporation ensure that the Corporation acts in accordance with the Instrument and Articles of Government, other regulatory requirements and the College's own rules and regulations.
- Act in accordance with protocols for the use of authority delegated to the Chairperson.

#### **Corporation Business**

The Chairperson will:-

- Ensure that the Corporation receives the information required to conduct its business, enable rigorous scrutiny of the executive management of the College and make clear decisions.

- Work closely with the Principal and Clerk to ensure that the Corporation's business is conducted efficiently and with the integrity required by those responsible for the use of public funds.
- Work with the Principal and Clerk to ensure that the Corporation has an effective framework for monitoring performance and assuring quality.
- Encourage Corporation members to work as a team and provide constructive challenge, ensuring that the views of all members are sought and consensus built.
- Ensure that the process of appointing a new Principal and other senior post-holders is led effectively and that there is an appropriate and on-going training and development programme.
- Be responsible for instigating any disciplinary action against the Principal and other senior post-holders.
- Ensure that there is a process of recruiting new Corporation members to achieve a balance of skills and reflect stakeholder interests and the community served.
- Approve draft agendas and minutes of all Board of the Corporation meetings.

### **Monitoring Performance**

The Chairperson will:-

- Ensure that the Corporation reviews its own performance and processes.
- Ensure that there is a procedure for the review of the performance of individual Corporation members and participate in the review of his/her own performance as Chairperson. This will involve meeting individual members of the Corporation at least annually.
- Be responsible for reviewing the performance of the Principal.
- Ensure that the performance of the Clerk to the Corporation is reviewed.

### **Standards and Conduct**

The Chairperson will:-

- Act fairly and impartially in the best interests of the Corporation and the College as a whole.
- Ensure that the Corporation conducts itself in accordance with the principles of; selflessness, integrity, objectivity, accountability, openness and honesty and promote these by example.
- Ensure that any conflict of interest is identified and managed appropriately.