



JOB DESCRIPTION

COMMITTEE CHAIR OF NESBOT GOVERNING BODY (‘CORPORATION BOARD’)

Overall Purpose and Responsibilities

To be accountable to the Corporation Board for the efficiency and effectiveness of the appointed committee and report the business of the committee to Corporation Board. Ensure meetings are called and held in accordance with the college’s terms of reference for committees

- In consultation with the Principal/CEO, Clerk to the Governors and/or other board or committee members, establish and confirm the agenda for each meeting
- Provide leadership and ensure committee members are aware of their obligations and that the committee complies with its terms of reference
- Ensure there is sufficient time during the meeting to allow agenda items to be fully discussed in a relevant, productive and professional manner
- Facilitate a clear flow of two-way information between the committee and the Corporation Board
- Liaise with the Clerk to the Governors to make sure that accurate minutes are completed, retained and actions followed up at the next meeting
- Facilitate a regular assessment of the business and priorities of the committee in liaison with the Clerk to the Governors

Personal Qualities

- A strong personal commitment to Further Education and Higher education and in particular the area of expertise needed to lead the appointed committee, and the values, aims and objectives of the college.
- A willingness and ability to devote the necessary time and effort to their duties as Committee Chair and member of the Corporation Board
- Political awareness and an understanding of the economic, social and political dynamics of the region
- Strategic vision and independent judgement
- Confident to challenge and engage others in debate
- Networking, influencing and advocacy skills
- An understanding of the importance of and a commitment to equality and diversity
- Respect for confidentiality