

COLLEGE GOVERNOR / CORPORATION MEMBER ROLE DESCRIPTION

1 Overview

To be an active volunteer Member of the Corporation, sharing a commitment to lifelong learning and to the way that Heart of Worcestershire College serves its community.

2 Accountability

Responsible to:

- The Chair of the Corporation
- The College's students and customers for quality of experience and outcomes
- The Government, Funding Agencies and public for the use of public funds
- The local community
- College staff as their legal employer.

3 Main purpose

To be a critical friend, setting strategy and monitoring performance within a legal and regulatory framework. Governors support the decisions of the Corporation and its committees once they have been reached, on the basis of collective responsibility, and participate in ensuring that the Corporation discharges its responsibilities as set out at Article 3 (1) of the Instrument and Articles of Government:

- the determination and periodic review of the educational character and mission of the institution and for the oversight of its activities.
- approving the Quality Strategy of the College
- the effective and efficient use of resources, the solvency of the institution and the Corporation and for safeguarding their assets.
- approving annual estimates of income and expenditure.
- the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts and the Clerk.
- setting a framework for the pay and conditions of service of all other staff.

4 Main duties and responsibilities

- To undertake induction training on appointment and participate in approved training and development activities
- To comply with the provisions of the following documents as they apply to the role of members of the Corporation:
 - The Instrument and Articles of Government and Standing Orders, which set out the rules and procedures by which the Corporation operates
 - Financial Memorandum
 - Code of Conduct, including the Nolan Committee's seven principles of public life
 - College Financial Regulations and Procedures
- To participate in the following areas:
 - The approval of the strategic plans, annual plans and financial forecasts
 - The devising of policies and strategies to meet the College's Mission Statement
 - The monitoring of performance towards attaining the objectives set out in the strategic and annual plans
- To act in the best interests of the Corporation and Heart of Worcestershire College at all times.
- To prepare fully in advance of meetings to ensure a full and informed debate and an active decision-making process.

- To give due priority to attending meetings, attending Corporation meetings and workshops (approximately 9 meetings per year) and the annual residential event and being a member of at least one committee (approximately three meetings per year)
- To attend College events (such as student awards presentations and open days/evenings) in order to gain an appreciation of the work of the College and to meet its students and staff.
- To participate in the Governor Insight Scheme, which provides opportunities to gain an enhanced understanding of quality improvement measures.
- To understand that individual Members have no specific powers, and that statements may only be made on behalf of the Corporation by those authorised to do so.
- To be willing to promote the College in the community which it serves
- To respect the rules on confidentiality, as they apply to the work of the Corporation.

5 General and College responsibilities

- Participate actively and flexibly in a range of Corporation activities, such as attendance at meetings, participation in Senior Postholder interviews and attendance at College events.
- Participate in training and Corporation development activities to develop knowledge and skills and read educational material from a variety of sources.
- Promote the effective implementation of the College's equality and diversity and safeguarding policies in relation to all aspects of the duties of the role.
- Promote the highest standards of health and safety practice in relation to all aspects of the duties of the role.
- Promote adherence to Financial Regulations and Procedures, and the policies of the College.
- Governors must:
 - comply with the rules on eligibility to serve as a college governor
 - undertake an enhanced DBS check as a condition of appointment
 - agree to be bound by the Code of Conduct approved by Corporation as a condition of appointment

6 Term of Office

- The term of office for a governor is up to a maximum of four years and governors may be eligible to seek re-appointment for a second term of up to four years.