



Role of the Vice-Chair

Appointment

The Vice Chair of the Corporation shall normally be elected at the last Corporation meeting of the relevant calendar year and the appointment shall be made for a period of four years, in accordance with all statutory procedures, including the Instrument and Articles of Government and the Standing Orders.

Accountability

The Vice-Chair is accountable to the Chair and the Corporation Board.

Responsibilities

The Vice-Chair of Board will support the Chair to ensure that Board observes the principles of public life and operates effectively. In doing so, the principal duties of the Vice-Chair of the Board are:

1. Assist the Board Chair in performing his/her duties & responsibilities (see Chair's role description for reference)
2. Perform the responsibilities of the Board Chair during his/her absence or disability of the Board Chair
3. Chair meetings of the Corporation in the absence of the Chair and ensure that it functions effectively
4. Provide advice as required to the CEO and to other senior management members in all matters concerning the interests of the corporation
5. Attend training and induction as required to carry out the role of Vice-Chair and member of Board
6. To be available to members of the Board, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Clerk & Governance Advisor to the Corporation, has failed to resolve or where such contact is inappropriate.

Personal Qualities

The qualities required of the Vice-Chair of the Board are:

- a strong personal commitment to Further Education and the values, aims and objectives of the College
- a willingness to devote the necessary time and effort to their duties as Vice-Chair and member of the Board
- political awareness and an understanding of the economic, social and political dynamics of the region
- strategic vision and good, independent, judgement
- be willing and confident to challenge and engage others in debate

- honesty and integrity
- skills of networking, influencing and advocacy
- an understanding of the importance of and a commitment to equality and diversity
- respect for confidentiality

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