

ROLE AND RESPONSIBILITIES OF A GOVERNOR

Main responsibilities of the Board of Governors

Under Article 3(1) of the College's Articles of Government the Board is responsible for:

- a) the determination of the educational character and mission of the College and for the oversight of its activities
- b) approving the quality strategy of the institution;
- b) the effective and efficient use of resources, the solvency of the College and the Corporation and for safeguarding their assets
- c) approving annual estimates of income and expenditure
- d) the appointment, grading, suspension, dismissal and determination of the pay and conditions of service of the holders of senior posts, and
- e) setting a framework for the pay and conditions of service of all other staff.

Responsibilities of individual governors

- f) to attend meetings of the Board of Governors and other occasional events arranged by the College
- g) to be a member of at least one committee of the Board and to attend the necessary meetings
- h) to participate actively and constructively in meetings of the Board and the appropriate committees
- i) to take an active interest in Further Education in general and in the College in particular
- j) to sign and abide by the Code of Conduct for governors as approved by the Board and to declare any relevant financial, business and personal interests in accordance with the Register of Interests approved by the Board
- k) to contribute to the strength of the Board by bringing an external perspective and experience to the Board's oversight of the College but to stop short of giving professional advice
- l) to act as an ambassador for the College and to foster good relations between the College and the local community
- m) always to act in the best interests of the College and not to speak or vote as if mandated by other persons or bodies

APPOINTMENT / RETENTION OF GOVERNOR

Person / Contribution Specification

Listed below are a number of desirable, and some essential, qualities, skills and experience required of a governor. New and existing governors will be required to demonstrate evidence of these on a continuous basis.

Newly appointed governors will be assessed by the Governance & Search Committee and will be provided with a robust induction programme and ongoing personal development. The Governance & Search Committee will monitor progress.

Existing governors will have an annual review with the chair and/or vice chair of governors. This can be offered more regularly should the need arise.

1. Experience/expertise

Essential

- Hold or have held a senior decision making role in an organisation
- Good understanding of the principles of financial or project management
- Strong analysis / evaluation skills
- Excellent communication and mentoring skills

Desirable

- An understanding of the educational and training needs of the local community
- Previous or current experience in a public appointment, paid or voluntary position (e.g. school governor)
- Management experience in a medium-sized or large organisation
- Knowledge of local employment issues

2. Role demands

Essential

- Attend a minimum of 80% of board meetings and all strategy events
- Commit to a fair share of the opportunities for governors to represent the Board at college and external events, often in the evenings - total of two days of time per year
- Be prepared to undertake training/attend seminars, to remain up to date with best practice governance and latest FE developments - up to 2 days per annum
- Contribute fully to the strategic direction of the college, setting & monitoring of values, goals and targets, and providing sound challenge, advice & guidance
- Take on membership of a Board committee when necessary and appropriate – up to two days of time per year, often in the evenings

Desirable

- An ability to support the management and staff of the College on key areas of personal background and expertise

3. **Personal attributes**

Essential

- Contribute fully to the agenda of the day
- Be prepared for all meetings
- Be impartial, and consider the interests of the college before all others
- Be prepared to listen to and consider others' contributions
- Be assertive in ensuring that the best outcome is achieved for the college and the learners
- Ability to work as a member of a team

Desirable

- A belief in the power of education to benefit both the individual and the community
- A commitment to public service
- Ability to critically absorb large quantities of information
- A determination to win

4. **Eligibility**

All candidates **must** agree to:

- Sign a Declaration of Eligibility
- Declare any personal interest which would or could be perceived as likely to affect judgement in relation to any aspect of the College's business
- Be bound by the Code of Conduct for governors as approved by the Board
- Undergo a DBS check



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