

## Appendix 2 to the Rules of Membership of the Corporation

### EAST SURREY COLLEGE

#### ROLE DESCRIPTION AND PERSON SPECIFICATION FOR CORPORATION MEMBERS

##### KEY ISSUES

- (i) Corporation members, other than the Principal, are appointed as non-representative members of the Corporation.
- (ii) Members will be asked to become a member of at least one of the Corporation committees.
- (iii) Members give of their time without payment;
- (iv) Members are regarded as ambassadors for the College and are expected to promote the work of the College. Equally, if members are made aware of any criticism of the College's activities they will be expected to bring the criticism to the attention of the Chair of the Corporation or the Principal and Chief Executive, who will investigate the matter.
- (v) The College is managed by the Principal and Chief Executive in accordance with the Instrument and Articles of Government. The Principal is accountable to the Corporation and any concerns which a member has about any aspect of the management of the College should be brought to the attention either of the Principal or the Chair of the Corporation.
- (vi) Members will have access to induction and training sessions to assist them in fulfilling their role.
- (vii) Members are expected to register all direct and indirect financial interests with the Clerk and to avoid any actions which would embarrass the College.
- (viii) Members are expected to act with total propriety in their dealings with the representation of the College.
- (ix) Members are expected to:
  - Be aware of the responsibilities of the Corporation and Principal as set out in Articles 3 and 4
  - Attend meetings on a regular basis - failure to attend regularly without leave or good cause can lead to loss of office
  - Study agenda papers and prepare for meetings appropriately
  - Contribute advice and views on issues brought to meetings on the basis of their specialist knowledge and experience
  - Support the College and its work by, for example, publicising the work of the College amongst other agencies and in other organisations of which he is a member, and attending College events such as the Presentation Day and Open Days.

## **SPECIFIC REQUIREMENTS OF THE ROLE**

Members are required to:

- Complete the Register of Interests and advise the Clerk to the Corporation of any new or amended interests as they occur
- Observe the Code of Conduct as from time to time amended
- Observe the terms of reference of the Corporation and any committees or working groups of which they are a member and comply with the Corporation's Terms of Reference and Standing Orders
- Ensure that they are eligible to be a member, in accordance with the Instrument of Government
- Ensure that their actions, personally and collectively, maintain high standards and that they act with integrity and behave ethically at all times, in accordance with the Seven Principles of Public Life
- Attend Corporation and committee meetings regularly and advise the Clerk promptly if there are reasons why they cannot attend.
- Participate in personal and group development and training to support their role as a Governor.

## **DUTIES**

1. Play an active role in the future development and well-being of the College by contributing to:
  - the development of the College's mission, vision and educational character;
  - the development of strategic priorities;
  - the setting of measurable targets to support the College's development;
  - the monitoring of achievement against objectives;
2. Play an active role in committees and so contribute to one or more of the following:
  - overseeing the management of financial, human and physical resources;
  - internal and external audit processes;
  - the development of senior postholder pay policy and the framework for the pay and conditions of service of all other staff;
  - the recruitment of new Governors;
3. Contribute to the regular monitoring of the financial health of the College;
4. Comply with the Instrument and Articles of Government, the Corporation's Terms of Reference and Standing Orders and Code of Conduct and any other related governance policies and procedures;

5. Contribute to the business of the Corporation in an effective, efficient, open and transparent manner;
6. Attend Corporation meetings and development and training events as required;
7. Get to know the College through discussion with the Principal and the staff, reading relevant papers, visiting the College and participating in events;
8. Help new members understand their role;
9. Act in good faith and the best interests of the College at all times.

Members have collective responsibility for the above but no individual member has the authority to speak or act on the Corporation's behalf unless specifically delegated to do so.

### **CORPORATION MEMBER PERSON SPECIFICATION**

In seeking to fill any vacancy, the Corporation endeavours to maintain a balance of skills and experience amongst its membership. The following is a general specification.

<b>Skills/ Attributes</b>	<b>Experience &amp; Aptitude</b>
Commitment to education	Able to demonstrate a commitment to lifelong learning
Interpersonal and team work	Able to work positively with others and debate whilst maintaining a constructive atmosphere.
Communication and ability to influence	Able to express ideas/plans in a clear manner and to listen actively to other views. Able to communicate effectively.
Planning and organisation	Able to establish quickly an effective course of action for self and others to achieve goals that can be monitored by realistic performance targets. To be visionary for the future plans of the College.
Drive to achieve and Determination	Able to create the required energy/enthusiasm and commitment necessary to be effective and have the tenacity to overcome obstacles.
Strategic perspective	Able to develop a broad-based view of issues and events and perceive their long-term impact.
Intellectual and technical ability	Able to absorb sometimes complex information and rationalise appropriately. Able to think laterally and arrive at a pragmatic solution.
Leadership	Able to demonstrate behaviour and skills that motivate others to achieve, inspire confidence in others to achieve objectives, and respect the views of others.
Experience	1) Experience of the management of a medium scale organisation and/or an appreciation of issues that affect the management role; and/or 2) Experience in a field that is of relevance to the oversight of the affairs of the College; and/or 3) Ability to demonstrate an understanding and appreciation of the principles of governance, including collective responsibility, discharge of fiduciary duties and the seven principles of public life

Circumstances	Available to attend scheduled meetings of the Corporation and committees.
Equal opportunities / Investors in People	Committed to equal opportunities and to the Investors in People standard.