

JOB SPECIFICATION

Title:	Chair of Council
Term of Office:	Three Years. (The Chair shall hold office for not more than three periods of three years, except in exceptional circumstances).
Time Commitment:	This is estimated to average 4 to 5 full time equivalent days per month. However, the University needs to be able to contact the Chair at all times. The role includes both daytime and evening engagements.
Remuneration:	Travel and Subsistence Expenses
Method of Appointment:	By Council on the recommendation of Nominations Committee

The Chair is responsible for leadership of the Council as the governing body of the institution and ultimately to its stakeholders for its effectiveness. The Chair will ensure that the Council observes the principles of public life and operates effectively. This includes ensuring that new members receive a full induction on joining the Council and that opportunities for further development for all members of Council are provided regularly in accordance with their individual needs.

The Chair plays a key role in the business of the institution but does not become involved in day-to-day executive management, which is the responsibility of the Vice-Chancellor. The Chair maintains a constructive working relationship with the Vice-Chancellor and the University Secretary (who is Secretary to Council). These relationships are mutually supportive, but incorporate the checks and balances imposed by the different roles each has within the institution's constitution.

Key Responsibilities

1. To chair meetings of the Council. The Chair will promote the efficient operation of meetings of the Council, ensuring that members of Council work together effectively and have confidence in the procedures laid down for the conduct of business. A briefing meeting will be held to assist the Chair in preparation for the meeting.
2. To act as Chair of the Nominations Committee. The Chair works closely with the Vice-Chancellor and the University Secretary to identify and make contact with candidates for future membership of Council.
3. To be a member of the Remuneration Committee.
4. To conduct the annual appraisal of the Vice-Chancellor.
5. To attend meetings of Court and other formal and informal meetings in the University.
6. To attend, where available, the Awards Ceremonies of the University and other events of the University.
7. To act in accordance with delegated authority granted by the Council.

8. To act as an ambassador for the University, promoting its activities in the wider community and, in particular, assisting with philanthropic activity and fund raising projects of the University.
9. To represent the University as the Chair of the Governing Body at external meetings (eg Office for Students).
10. To represent the University on the Committee of University Chairs.
11. To undertake duties specified by the University Statutes and Ordinances and the Standing Orders of Council.
12. To attend training and induction as required to carry out the role of Chair and Member of Council.

Notes:

This job specification is not, and is not intended to be, an exhaustive description of the duties involved.