

UNIVERSITY OF BATH

JOB SPECIFICATION

Title:	Member of Council
Term of Office:	Three Years
Time Commitment:	This is estimated to average 1 full time equivalent day per month including involvement on Council Committees. However, the University needs to be able to contact members of Council at any time. The role includes both daytime and evening engagements.
Remuneration:	Travel and Subsistence Expenses
Method of Appointment:	Ex Officio, Appointed, Elected or Student Membership

A Member of Council will undertake the responsibilities of members of governing bodies as set out in the Committee of University Chairmen Guide for Members of Higher Education Governing Bodies in the UK, including proper conduct of business, strategic planning, monitoring of performance, and finance, audit and estate management.

Key Responsibilities

1. To attend meetings of Council.
2. To attend meetings of Court. Members of Council are automatically members of Court.
3. To serve as a member of at least one Council, Joint Council/Senate Committee or as a representative of Council on at least one body (either internal or external to the University).
4. To attend other formal and informal meetings in the University as invited.
5. To attend Awards Ceremonies of the University and other events of the University.
6. 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.
7. To attend training and induction as required to carry out the role of Member of Council.
8. To provide, on an annual basis, a signed undertaking that, when serving as a member of Council, he or she will act in accordance with the University's Guidance on Corporate Governance and the principles on the proper conduct of public business and accepted standards of behaviour in public life as set out in the CUC Guide for Members of Higher Education Governing Bodies in the UK.

9. To make an annual Declaration of Interests (in accordance with Council Standing Order 26).

Notes:

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