

## UNIVERSITY OF BATH

### JOB SPECIFICATION

<b>Title:</b>	Pro-Chancellor
<b>Term of Office:</b>	Three Years or shorter period determined by the Court on the recommendation of Council. Eligible for re-appointment.
<b>Time Commitment:</b>	At least 1 full time equivalent day per month. However, the University needs to be able to contact a Pro-Chancellor at all times. The role includes both daytime and evening engagements.
<b>Remuneration:</b>	Travel and Subsistence Expenses
<b>Method of Appointment:</b>	Recommendation of Council to Court (following prior consideration and recommendation to Council by the Nominations Committee)

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The Charter and Statutes of the University provide for the appointment of three Pro-Chancellors by the University. The Pro-Chancellors form part of the senior lay/ceremonial structure of the University.

The Pro-Chancellors play a key role in the institution but do not become involved in day-to-day executive management, which is the responsibility of the Vice-Chancellor. The Pro-Chancellors particularly maintain constructive working relationships with the Vice-Chancellor. These are mutually supportive, but incorporate the checks and balances imposed by the different roles each has within the institution's constitution.

#### Key Responsibilities

1. In the absence of the Chancellor, to exercise all the functions of the Chancellor except for the conferring of degrees (e.g. presiding at meetings of Court and acting as Chair of Convocation).
2. To serve as a member of Council (including membership of at least one of its sub-committees), Court and Convocation.
3. To act as an ambassador for the University, promoting its activities in the wider community and, in particular, assisting with the philanthropic activity and fund raising projects of the University. A Pro-Chancellor will be invited to represent the University at events.
4. To attend as many as possible of the degree ceremonies.
5. To attend other formal and informal meetings, both at the University and externally, as necessary.

6. To undertake duties specified by the University Statutes and Ordinances and the Standing Orders of Council.

Notes:

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