

## UNIVERSITY OF BATH

### JOB SPECIFICATION

<b>Title:</b>	Vice-Chair of Council
<b>Term of Office:</b>	Three Years. (The Vice-Chair shall be eligible for re-appointment for one or more further periods of three years).
<b>Time Commitment:</b>	This is estimated to average 1 full time equivalent day per month. However, the University needs to be able to contact the Vice-Chair at all times. The role includes both daytime and evening engagements.
<b>Remuneration:</b>	Travel and Subsistence Expenses
<b>Method of Appointment:</b>	By Council on the recommendation of Nominations Committee

---

### Key Responsibilities

1. To substitute for the Chair as required. The job specification for the Chair of Council is attached.
2. To attend meetings of the Council and other formal and informal meetings in the University.
3. To attend Awards Ceremonies of the University and other events of the University.
4. To act in accordance with delegated authority granted by the Council.
5. 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.
6. To attend training and induction as required to carry out the role of Vice-Chair and Member of Council.

### Notes:

1. Appointment as Vice-Chair carries no implications in relation to appointment as Chair of Council.
2. This job specification is not, and is not intended to be, an exhaustive description of the duties involved.