

Role Description: Chair of Committee: Additional responsibilities to being a Member of Council

1. Leadership

- a) The Chair is responsible for the leadership of the Committee. As Chair of its meetings, he/she is responsible for ensuring that the necessary business of The Committee is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business and that regular and satisfactory reports are presented to Council.
- b) The Chair should ensure that the Committee acts in accordance with the University's Memorandum and Articles of Association and with the University's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.
- c) The Chair should ensure that the Committee exercises collective responsibility, that is to say, that decisions are taken corporately by all members acting as a body. The Chair will encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build consensus among them.

2. Standards

- a) The Chair is responsible for ensuring that the Committee conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

3. The Business of the University

- a) The Chair should at all times act in accordance with established protocols for the use of delegated authority or Chair's Action. All instances of the use of delegated authority or Chair's Action should be reported to the next meeting of the Committee.
- b) The Chair should endeavour to establish a constructive and supportive but challenging working relationship with the Vice-Chancellor, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of the University.

5. Personal

- a) The Chair may wish to receive feedback on his/her performance as Chair.
- b) The first period of appointment of Chairs of Committees shall normally run from the first meeting after 1 September each year for one year. It will then normally be followed by a further appointment for three years. This may be followed by reappointment as determined by Council.

Person Specification: Chair of Committee

	Essential	Desirable
1. Attainments and Qualifications	First degree (or equivalent)	Evidence of continuing professional development
2. Previous Experience	Ability to think and act strategically. Experience of chairing meetings. Personal expertise in an area relevant to the responsibilities of Council.	
3. Training and Specialist Skills	High levels of written and oral communication skills. Ability to listen to others. Ability to lead and persuade. High levels of analytical and research skills.	
4. Disposition	Ability and willingness to be an ambassador for the University. Ability to work in effective teams with other members of Council. Ability to work in effective teams with the Vice-Chancellor and other members of the University Executive. Good under pressure. Diplomatic but firm. Prepared to give University business a high priority.	
5. Circumstances	Available to attend University related activities on 10 - 15 full or part days per year. In addition University business is likely to punctuate other days eg telephone conversations, preparation for meetings etc.	