

University of Gloucestershire

Role Description: Vice-Chair of Council

Main objective

1. To provide support to the Chair in the leadership of the University Council:
 - a. To give clear, effective strategic direction to the University and its Executive, so that the University continues to flourish and succeed in a fast moving, competitive environment.
 - b. To enable the Council to work in an effective and efficient manner in accordance with its terms of reference, the University's Memorandum and Articles of Association, the CUC Guide to University Governance, the HEFCE Financial Memorandum, and the "Nolan" standards of behaviour in public life.

Role Description

2. To substitute for the Chair as required in any of his/her duties (please refer to the Role Description for the Chair).
3. To provide support and assistance to the Chair in carrying out his/her responsibilities and to act as a 'sounding board' and 'critical friend' to both the Chair and members of the Executive team.
4. To be able to devote time to attend Council and Committee meetings on a regular basis.
5. To provide an alternative route for other Members of Council to raise issues or concerns if they are unable to do so with the Chair. This is an important part of the checks and balances within University governance and accountability, so that if for any reason a Council member or members have concerns that they have been unable to resolve through the normal channels of Chair, Vice-Chancellor or University Secretary, or if using such channels would be inappropriate in the circumstances, then they can raise those concerns with the Vice-Chair. This is analogous to the role of Senior Independent Governor recommended in the UK Corporate Code.
6. To support if required the annual process to review the performance of the Chair and of Council members, and their contribution to the work of Council and its Committees.
7. To act as an ambassador for the University, promoting its activities in the wider community, particularly to engage with the County of Gloucestershire and/or with the wider University sector, on behalf of the Chair if required. The extent of this role would be agreed from time to time with the Chair, depending partly on his/her own priorities.
8. The Vice-Chair of Council is normally a member of Honorary Awards Committee and Remuneration Committee.

Person Specification: Vice-Chair of Council

	Essential	Desirable
Attainments and Qualifications	First degree (or equivalent)	
Previous Experience	<p>Experience of matters relevant to the successful operation of a large, complex organisation.</p> <p>Experience as a non-Executive Board chair or member, including chairing meetings effectively</p> <p>Understanding of good corporate governance.</p>	
Training and Specialist Skills	<p>High levels of written and oral communication skills</p> <p>High level negotiating skills</p>	
Disposition	<p>Personal commitment to the purposes of the University</p> <p>Enthusiasm and energy</p> <p>Ability to get the best out of others, working effectively with the Chair and other members of Council, and with the Vice-Chancellor and other members of the University Executive</p> <p>Diplomatic but firm, with the ability both to listen and to persuade</p> <p>Commitment to the University's mission as an inclusive organisation, promoting equality and celebrating diversity amongst students and staff</p>	<p>Willingness to engage with the County of Gloucestershire and the surrounding region, and to act as a champion and ambassador for the University.</p>
Circumstances	<p>Available to attend University related activities in Gloucestershire on 10 - 15 full or part days per year.</p> <p>In addition, University business is likely to punctuate other days eg telephone conversations, reading in preparation for meetings etc.</p>	