

### **Role Description of the Vice Chair of the Corporation**

The Vice Chair shall be elected for a term of office of three years by the Corporation Board. The role of the Vice Chair is vital to the good governance of the College and it is important for individuals to commit sufficient time to undertake the role (the equivalent of three days per month, or as the service requires). The Chair will carry out an annual review of the Vice Chair as is the case for all Governors.

### **Purpose of the Role**

The role of the Vice Chair is to support the Chair and act in the Chair's absence. This means not only stepping in to chair occasional meetings, but also to maintain a strategic overview and be prepared to lead with authority on key issues when the chair is not present. The same personal qualities that make an effective Chair make a good Vice Chair.

The Vice Chair shall assist the Chair in fulfilling the responsibilities of the Chair as set out in the Chair's role description and shall also

- Develop an effective working relationship with the Chair, Clerk, Principal and the other Senior Post Holders based on a full understanding of the role of the Board in the Governance of the College.
- Understand and focus on the strategic oversight and issues of the College and the way it integrates with the wider community.
- Act as deputy to the Chair when the Chair is unable to attend a meeting or function or to attend to a matter of business requiring his/her involvement.
- Know and understand the role and responsibilities of the Chair.
- Act as confidant to the Chair in matters that the Chair wishes to discuss regarding the work of the Board and the College.
- In the Chair's absence exercise a second or casting vote where there is an equality of votes on any issue referred to a vote at a Board meeting.
- In the Chair's absence exercise any specific authority delegated to the Chair by the Board and to ensure that such action is reported to the Board for information at its next meeting.
- Provide deputy leadership for the Board and aid the Chair in developing the Board as a team.
- Lead the annual review of the Chair which invites feedback from all Governors, the Clerk, Principal and other Senior Post Holders in accordance with agreed procedure.
- Chair the Governance, Performance & Search Committee meeting/s which considers the performance and remuneration of the Clerk, Principal and other Senior Post Holders.
- Seek to promote the best interests of the College wherever possible, be its ambassador, and represent it at meetings, presentations and conferences.