

Bilborough College

JOB DESCRIPTION FOR GOVERNORS

The job description is in two parts: it sets out the different roles performed by governors and then lists the responsibilities of governors.

A. ROLES

The role of governors is to oversee the way the College carries out its work and to provide strategic direction. They do not manage the College, or get involved in its day-to-day operations, which are both the responsibility of the Principal. Governors establish the broad framework of policies and accountabilities within which the Management runs the College and then monitor the outcomes by receiving reports from the Principal and from external auditors and inspectors.

The work of a governor involves:

- Attending meetings of the Corporation and its committees. Governors should aim to achieve 80% attendance at meetings over the period of their term of office;
- Preparing for each meeting by reading through the agenda papers, which are distributed at least one week in advance;
- Participating in a range of College activities, including communications with staff and students, as well as College productions, exhibitions and events;
- Promoting the College to its communities, businesses and other stakeholders;
- Participating in a programme of induction and training;
- Undertaking self-assessment annually as part of the College's preparation for inspection;
- Acting in accordance with the Corporation's Codes of Conduct and Ethics.

B. RESPONSIBILITIES

In general terms, the Corporation is responsible for the overall functioning of the College. It is accountable for the quality of the service to its students and their welfare, the financial health of the College and proper use of public funds, and for sound management.

The Corporation has a number of specific duties:

- To determine the educational character and mission of the College, including targets for student retention and achievement.
- To ensure that there are effective means of knowing whether the College is being properly managed to fulfil its Mission.
- To manage resources effectively to ensure the solvency of the College and the safeguarding of its assets.
- To approve annual estimates of income and expenditure.
- To determine the employment arrangements and remuneration of senior postholders and the Clerk to the Corporation.
- To set a framework for the pay and conditions of service of all other staff.