**GOVERNOR JOB ROLE**

**Title:** Governor (not remunerated)

**Reporting to:** Chair of the Board of Governors

**JOB PURPOSE**

Governors of a Further Education College take joint responsibility for its educational character (i.e. the kind of educational provision which it makes for the student groups it serves) and for ensuring that the College is well managed and solvent.

Each governor brings to the Board of Governors (the ‘Corporation’) a mix of knowledge, skills and abilities which are unique, but which complement those of other governors. Together, the Board provides a range of expertise to give strategic direction to the senior management of the College in their operational roles.

**APPOINTMENT AND ACCOUNTABILITY**

Your appointment is as a Board member of the Corporation and you are responsible to the Chair of the Board of Governors.

**RESPONSIBILITIES**

1. To take joint responsibility with other members of the Corporation, for setting and monitoring the strategic framework within which the College operates.
2. To be actively involved in reviewing the role and function of the College in response to internal and external change.
3. To take joint responsibility with other members of the Corporation to ensure that all resources, including financial, personnel, property and other assets, are effectively deployed and managed.
4. Through the monitoring of regular financial reports, to take joint responsibility, with other members of the Corporation for ensuring that the College is solvent and that finances are well managed. You will, as a Governor, be jointly responsible for approving annual estimates of income and expenditure.
5. Through regular monitoring of the College’s Balanced Scorecard, to take joint responsibility with other members of the Corporation for ensuring that the College is setting and achieving high quality provision across all areas of delivery.
6. To take joint responsibility with other members of the Corporation for fostering good relations between the College and the communities it serves and ensuring that the College’s aims and objectives are understood and achieved.
7. To participate in Committees or working groups of the Corporation, in accordance with your own knowledge, skills and abilities.
8. To take joint responsibility with other members of the Corporation for ensuring that the College, in its procedures, policies and actions, complies with the law.
9. To work with other governors to ensure that the College has due regard to equal opportunities in its operations.
10. To represent the Corporation and the College at external meetings, presentations and conferences as appropriate.
11. To play an ambassadorial role on the College’s behalf.

**EXPENSES AND INSURANCE**

Whilst the role in not remunerated, Governors are entitled to claim normal travel and subsistence expenses in line with the Governors expenses policy identified in the

Financial Regulations.

**PERSONAL QUALITIES**

* Have a high degree of personal integrity
* Demonstrate a strong personal commitment to further education and college values aims and objectives.
* Act fairly and impartially in the Corporation’s and the College’s interests using independent judgement and maintaining confidentiality.
* Be available to attend induction, training and other events organised by the College and other bodies in order to develop your skills and gain experience within the role.
* Commit to the overall time commitment required of a Governor to effectively carry out the role. Typically the Board meets 10-times a year for approximately 2-hours per meeting and committees meet 3 or 4 times a year for approximately 2 hours per meeting and you are expected to maintain at least 80% attendance. You are also expected to attend the 2-day residential Governors’ Strategic Seminar once a year.