ROLE DESCRIPTION: Co-opted Governor

In order to provide the skills required to contribute to the effective governance of a Committee, the Board can appoint someone who has has the skills deemed necessary, onto a Committee. Such a person will be known as Co-opted Governor.

Role summary
A Co-opted Governor will have the same rights as other Committee Members including voting rights unless otherwise specified in the Committee's Terms of Reference. These rights do not include attending Board meetings other than by invitation from the Chair and/or as an observer.

1. **Appointment**

The Board has published rules for the appointment of a Co-opted Governor.

2. **Accountability**

Co-opted Governors are accountable to the Chair of the Board.

3. **Key Responsibilities**

Take joint responsibility, with other members of a Committee, for fulfilling the Committee's responsibilities within its terms of reference.

4. **Person specification**

Skills

- Strategic awareness, experience and understanding
- ability to communicate with wide and varied groups, including students and staff, to ensure their interests and views are considered
- ability to foster supportive and constructively challenging working relationships, based upon trust
- Ability to work constructively and as part of the non-executive team
- Demonstrate a strong personal commitment to further education and college values aims and objectives
- Act fairly and impartially in the Board and Groups interests using independent judgement and maintaining confidentiality as appropriate
- Make yourself available to attend induction and relevant training/events organised by the Group and other bodies
- Have a high degree of personal integrity
- Have the ability to be decisive with an ability to lead and guide others in decision making processes on getting things done and to challenge and engage others in debate
- Have the ability to recognise the distinction between governance and management and to act accordingly
- Have the ability to take a financial overview

Knowledge and understanding

- the social and economic realities of South Yorkshire and North Nottinghamshire

- the FE sector and post-16 education
- public sector financial management and charity status

Experience
- working within a governance framework

Personal characteristics:
- Ability to commit to the overall time commitment required of a Co-opted Governor, to effectively carry out the role. Co-opted Governors are asked to attend all Committee meetings (on average there are four per year) and are invited to attend strategy planning sessions (usually two in each academic year)
- An active interest in further education, higher education and the skills sector
- commitment to good governance
- commitment to lifelong learning and the Group's mission statement
- commitment to maintaining a strong focus on continuous improvement
- personal integrity and a commitment to equality, diversity and inclusion
- the ability and commitment to fully participate in the Committee and individual duties set out in this profile

5. Expenses and insurance
Co-opted Governors are entitled to claim expenses in line with the Governors Expenses Policy. Governors are advised that the Group has Governors liability Insurance in place.

6. Eligibility to serve
Eligibility to serve on the Board in any capacity is in accordance with the Instrument of Government and is determined by the Charity Commission's automatic disqualification rules.
Co-opted Governors will be required to abide by the Governors' Code of Conduct, and to Board Policies and Standing Orders. This includes the submission of an annual declaration of interests and eligibility.

7. Notice of an intention to resign – a co-opted governor who wishes to resign is expected to give written notice to the Chair and Director of Governance as early as reasonably practicable and, where possible, at least one academic term before the intended resignation date to assist with succession planning.

REFERENCES TO OTHER DOCUMENTS
- Standing Orders
- Instruments and Articles of Government

Date	Version	Summary of changes	Changes made by
21/09/2026	2.0	Inclusion of notice of an intention to resign	Search, Governance and Remuneration Committee
11/09/2024	1.0	Role description drafted	Search and Governance Committee