ROLE DESCRIPTION: Vice Chair of the Board

Role summary

In addition to playing a full and active role as a Governor, the Vice Chair(s) will support the Chair to ensure the effective leadership and functioning of the Board (the Corporation).

1. Appointment

The Board has published rules for the appointment (and re-appointment) of the Vice Chair(s).

2. Key responsibilities

a. In the absence or disability of the Chair of the Board, to perform the responsibilities of the Chair according to the College's Instrument and Articles of Government, Standing Orders and as set out in the Chair of the Board's Role Description
b. To chair meetings of the Board in the absence of the Chair and ensure that it functions effectively
c. To assist the Chair, as required, to fulfil the duties and responsibilities of the leadership role and ensure the effective operation of the Board and its committees
d. To develop an effective working relationship with the Chair of the Board, the other Vice Chair (if appointed), the Group CEO and Principal and the Director of Governance, based on a full understanding of the role of the Board in the governance of the College
e. To take the lead on particular aspects of Board activities, as agreed in discussion with the Chair, and to act on matters delegated by the Chair
f. To act as Deputy when the Chair is unable to attend a meeting, function or matter of business requiring his/her involvement, including representing the Group/Board at local, regional and national events if available to do so and to report back to the Board as appropriate
g. To continue to fulfil all duties of a governor and as a member/chair of committees
h. To be available to members of the Board, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair and/or Director of Governance, is inappropriate.

3. Person specification

Skills

a. ability to chair meetings decisively and inclusively
b. strategic reasoning and thinking
c. an ability to influence without domination
d. confident public speaking and presentation
e. ability to communicate with wide and varied groups, including students and staff, to ensure their interests and views are considered
f. ability to foster supportive and constructively challenging working relationships, based upon trust

Knowledge and understanding

g. the FE sector and post-16 education - its role in society, how it functions, and its relationship with the Department for Education (DfE)
h. the wider economic landscape
i. the social and economic realities of South Yorkshire and North Nottinghamshire
j. public sector financial management and charity status

Experience

k. leadership in a comparably complex sector
l. working within a governance framework
m. leading, managing and holding senior leaders to account
n. team building in a non-executive environment

Personal characteristics:

o. ability to commit flexibly to the time required of being Vice Chair of the Board
p. willingness to meet with external stakeholders, locally, regionally and nationally
q. commitment to good governance
r. commitment to lifelong learning and the Group's mission statement
s. commitment to maintaining a strong focus on continuous improvement
t. personal integrity and a commitment to equality, diversity and inclusion

REFERENCES TO OTHER DOCUMENTS

- Appointment Procedure for the Chair and Vice Chair
- Standing Orders
- Instruments and Articles of Government

Date	Version	Summary of changes	Changes made by
21/09/2026	2.0	No changes	Search, Governance and Remuneration Committee
11/09/2024	1.0	Role description drafted	Search and Governance Committee