

Role and Person Specification

Role Title: Corporation Member

Responsible to: The Board

Main purpose of the role

The work of Board Members in setting the strategic direction of the College and in driving up quality, achievement and participation is central to the success of the College. Board Members, whether as a Corporation, in Committee, or in their links with College activities, must ensure they allot sufficient time to this work and undertake it with rigor, acting as a critical friend to the senior management team.

Main duties and responsibilities

- To ensure compliance with the Instrument and Articles of Government.
- To ensure compliance with the provisions of the following documents as they apply to the role of Members of the Corporation:
 - Code of Conduct for Members
 - College Financial Regulations
- To ensure an understanding of the following:
 - The role of the Chair in leading the work of the Corporation
 - The role of the Clerk in supporting the work of the Corporation
 - The role of the Principal and Chief Executive in managing the day to day operations of the College
 - The rules and procedures for meetings
 - The audits undertaken for the College and their relevance
 - The role of Committees and the business allocated to them
- To act in the best interests of the Corporation and with the highest loyalty to the College.
- To ensure that decisions are always taken for the benefit of the College, its students, staff and other users and they safeguard public funds.
- To support decisions of the Corporation and its committees, once they have been reached on a basis of collective responsibility, even in the event of an individual having spoken or voted against the proposal during a debate at a meeting.
- To avoid placing yourself in a position where there may be actual, potential or perceived conflict between your personal interests including those of your family or your business and those of the College and, where possible conflicts of interest arise, to disclose them at the meeting.
- To read all papers sent prior to a meeting to ensure an informed debate and decision making process, incorporating your participation.

- To understand that individual members have no specific powers e.g statements may only be made on behalf of the Corporation by those authorized to do so.
- To promote the effective implementation of the Colleges equality and diversity policies in all aspects of the duties of the role, including being aware of the requirements of the Equalities Act 2011.
- To promote the highest standards of health and safety practice in all aspects of the duties of the role.
- To actively participate in induction training on appointment and any other relevant training that will be required or recommended for the role, including having an awareness of the LSIS Governance Training Materials.
- To be aware of and adhere to the seven Nolan Principles of Public Life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Person Specification

- A commitment to ensuring the best outcomes for learners.
- Able to attend Board and, if applicable, Committee meetings and available to attend occasional additional activities as may be required e.g. Graduation, Awards ceremonies, Faculty links.
- Committed to the service provision of South Essex College.
- An understanding of the College's vision and can support the College in delivery of the overall strategy.
- Previous Leadership and Management experience is desirable.
- Previous non-executive board experience advantageous.
- Voluntary and business committee experience and knowledge which is complementary or additional to that already available to the Board through its current membership.
- Able to listen to all relevant information, respect the views of others, and to express their own views clearly and succinctly.
- The ability to consider all aspects debated and reach a fair conclusion.
- An understanding of local and national agendas and politics that may affect decision making.
- Communicates in a way that is fair applying high standards of tact and diplomacy
- Ability to work as a team member.
- Prepared to challenge opinion and information in a proactive and constructive way.
- Prepared to take tough decisions and support them.
- A genuine interest in the staff and students of the College.
- Not connected to any organisation operating in direct competition with the College, unless otherwise agreed with the Corporation.

RM/April 2012