



PLUMPTON

COLLEGE

Co-opted Committee Member	
Reporting to	Committee Chair
Time commitment:	Approx. 4 hours per meeting (2 hours preparation + 2 hours attendance, plus an hour between meetings for correspondence / administration. Additional time for initial training / induction.
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	12 months

Purpose of the Role

The role of the Co-opted Member is to bring an external perspective to the work of the Corporation and to contribute specific professional expertise to the committee to which they are appointed. External co-opted committee members are not Members of Corporation. .

Duties

a) Co-opted Members will prepare for, attend and actively participate in committee meetings (by applying external knowledge and expertise). Co-opted Members will be invited to attend governor training and induction events as required.
b) Co-opted Members will play an active role to ensure that the committee, to which they are appointed, fulfils its responsibilities as defined in the Terms of Reference for the committee.
c) Co-opted Members will abide by the Code of Conduct for members outlined in the Rules and Regulations.
d) Act as an ambassador for the College.
e) Co-opted Members will be required to make an annual declaration of eligibility and interests which is held by the Clerk (The Register of Interests is made available to the public on request).

Person Specification

At Plumpton College we are:

1. Ambitious and Progressive

2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Eligibility criteria: • Co-opted Members must not be disqualified from becoming a charity trustee • A person is not eligible to be a governor of an FE college if he or she has been declared bankrupt within the last 3 years or served a sentence for a conviction within the last five years, or been removed from office as a member of an FE Board within the last 10 years. • Co-opted Members are required to agree to a DBS check on appointment • A member of staff employed under a contract of employment with the College is not eligible for appointment as a Co-opted Member
Committed to Plumpton College's vision and values.
Passionate about education and the difference that it can make to individuals and communities.
Able to work positively with others as part of a team and engage in constructive debate and challenge while maintaining the position of being a 'critical friend' of the college.
Able to exercise responsibilities with independence and discretion, respecting rules on confidentiality.
Able to absorb and analyse complex information and rationalise appropriately.
Comfortable with the routine use of IT.
Committed to the promotion of safeguarding and equality, diversity and inclusion.
Normally able to attend at least 80% of committee meetings and to participate in other college events and training sessions as required.

OTHER INFORMATION

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.