



PLUMPTON

COLLEGE

Vice Chair of Governors	
Reporting to	The Board of Governors, the College and its stakeholders
Time commitment:	Approx. 2-4 hours per week
Salary:	n/a Voluntary role. Expenses will be paid.
Term of Office:	1 year

Purpose of the Role

In addition to the duties and responsibilities of a Governor, the Vice Chair will act in the Chair's absence, support the Chair in the effective leadership of the Corporation and provide a sounding board for the Chair.

Duties

a) Develop an effective working relationship with the Chair, Principal and Governance Professional.
b) Act as deputy to the Chair when the Chair is unable to attend a meeting or function.
c) To know and understand the role and responsibilities of the Chair.
d) To Chair meetings of the Corporation in the absence of the Chair and ensure that it functions effectively
e) To act as confidant to the Chair in matters the Chair wishes to discuss regarding the work of the Corporation and the College.
f) In the Chairs absence, exercise a second or casting vote in the event of a tie when members vote on a matter.
g) In the Chairs absence, exercise any specific authority delegated to the Chair by the Corporation.
h) To provide deputy leadership for the Corporation and aid the Chair in developing the Corporation as a team.

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| i) 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 Governance Professional, has failed to resolve or where such contact is inappropriate. |
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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: • Neither the Principal nor any staff or student member shall be eligible to be appointed as Vice Chair • Meet the governor eligibility requirements as outlined in the governor role description
Ability to Chair meetings impartially, effectively and inclusively
Excellent communication skills
Ability to balance tact and diplomacy with willingness to challenge and constructively criticise
Excellent leadership skills
Demonstrate impartiality, fairness, inclusiveness and ability to respect confidences.
To model and promote the Nolan Principles as the foundation of the Board's culture

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.