BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

The Role and Responsibilities of Members

The main business of the Corporation (the governing body) is to determine the educational character of the college and ensure its overall wellbeing and financial solvency. The Articles of Government specify that the responsibilities of the Corporation are to:

- determine the educational character and mission of the college and ensure that there are effective means of monitoring whether college management is fulfilling the mission
- ensure the solvency of the college and the safeguarding of its assets
- approve annual estimates of income and expenditure
- oversee the appointment, grading, suspension, dismissal, and the determination of pay and conditions of the Principal, designated senior postholders and the Clerk to the Corporation
- set a framework for the pay and conditions of service of all other staff

The term of office of a Member (other than the Student Members and the Principal) is 4 years.

Appointments to the Corporation are made on the basis of merit, subject to the need to achieve a balance of relevant skills and backgrounds and to the need to comply with the composition as determined by the Corporation in line with the Instrument and Articles of Government and Standing Orders. Members of the Corporation are the equivalent to non-executive members of a Board of Directors, and do not have any executive powers. The only exception to this is the Principal & Chief Executive. The Chair of the Corporation also has specific executive powers outlined in the Instrument and Articles of Government.

ROLE DESCRIPTION

1 To attend meetings of the Corporation, and Committees as appropriate.

2 To assist in the establishment of the strategic direction of the College.

3 To contribute to the debates and decision-making processes.

4 To bring to the Corporation an individual specialism and area(s) of expertise.

5 To bring to the Corporation a knowledge and awareness of the community (individuals, community groups, commerce, and industry) in which the College operates.

6 To bring to the Corporation a knowledge and awareness of local authorities in the area in which the College operates.

7 To represent the public interest in general.

8 To represent the College in external forums.

9 To work with one/two curriculum areas and/or support departments, thereby playing a part in College life by attending events outside the Corporation/Committee meeting structure, eg. Advisory Committee meetings, award ceremonies and staff/curriculum development activities.

10 To take part in induction and training events in order to ensure familiarity with the work of the College and to support and develop the Member's role.

11 To attend the bi-annual 'Development Days', which focus on the strategic management of the College (normally late PM into the early evening, culminating with a dinner).

12 To operate in accordance with the requirements of the Instrument and Articles of Government and Standing Orders.

13 To comply with the Code of Conduct, established by the Corporation.

WORKLOAD/TIME INVOLVED

It is difficult to arrive at a precise time commitment, as much depends on the individual's particular expertise and therefore the contribution over and above the specific elements of the Job Description, eg. involvement in Committees, and other ad hoc activities. However, on average, Members spend about half a day per month on College-related activities. This will include attending meetings (these are usually held in late afternoon/early evening); preparation work for meetings, eg. reading related documentation - meeting-specific and background papers; attending College functions; and visiting the College to become familiar with its work.

PERSON SPECIFICATION

1 Essential Criteria:

1.1 Have an awareness of the community in which the College operates.

1.2 Represent local interests, eg. by holding a senior position in commerce/industry or the community in the travel-to-work area of the College.

1.3 Have specific expertise in one or more business functions, eg. financial, legal, HR, marketing.

1.4 Have industry-specific expertise relevant to the work of the College.

1.5 Possess common sense and sound judgement to reach sensible decisions.

1.6 Be able to operate as an effective team member.

1.7 Possess good communication skills.

1.8 Be objective and impartial.

2 Desirable Criteria:

2.1 Have an awareness of education and training, perhaps as a result of sponsoring employees on programmes of study, or by way of personal experience.

2.2 Have an awareness of the operation of local public spending bodies.