ROLE DESCRIPTION OF DEPUTY CHAIR OF THE UNIVERSITY BOARD

(To be read in conjunction with the 'Role Description of the Chair of the University Board)

1. Leadership

a) The Deputy Chair will act for the Chair in his or her absence and will be able to undertake any or all of the duties set-out in the Chair's role description as required (with the exception of (b) below). This will include the following:

- The Deputy Chair will Chair meetings of the Board in the absence of the Board Chair.

- Ensuring that the University Board acts in accordance with the instruments of governance of the University and with the University's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.

- The Deputy Chair will support the Board Chair in undertaking the regular appraisal/review of the performance of individual members of the University Board.

- The Deputy Chair will be formally and informally involved in the process for the recruitment of new members of the University Board, and should encourage all members to participate in induction events organised by the University.

b) Responsibilities for the undertaking the performance appraisal/review and objective setting for the Vice-Chancellor rests with the Chairman and will not be delegated to the Deputy Chairman.

c) In addition to the above, the CUC's HE Code of Governance states that the Deputy Chair can provide a sounding board for the Chair, can act as an intermediary with other members as may be required, and potentially can be helpful if there are significant differences of view within a governing body or with the Executive.

2. Standards

a) The Deputy Chair will support the Chair in:

- ensuring that the University Board conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

- ensuring that the Clerk maintains an up-to-date Register of the Interests of members of the University Board, and shall make a full and timely personal disclosure. Ensuring that any conflict of interest is identified, exposed, and managed appropriately, in order that the integrity of University Board business shall be and shall be seen to be maintained.

- ensuring that the University Board exercises efficient and effective use of the resources of the University for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and receives assurances that proper mechanisms exist to ensure financial control and for the prevention of fraud.

3. The Business of the University

a) The Deputy Chair will be a member of the Finance & Resources Committee (or equivalent), the Nominations Committee, Remuneration Committee and other Committees as agreed by the Board on the recommendation of the Nominations Committee. The Deputy Chair will also attend and play an active role in the University's annual graduation ceremonies and other events as required, such as the annual Vice-Chancellor's Staff Awards.

b) The Deputy Chair, along with other specified members of the Board, will be an authorised signatory for documents as set out in the University's policies and procedures. These include documents signed under seal and deeds (in accordance with the contract signing procedures and the University's financial authority limits) as well as the annual financial statements of the University.

4. The External Role

a) Like the Chair, the Deputy Chair will represent the University Board and the University externally. The Deputy Chair may also be asked to use personal influence and networking skills on behalf of the University (the 'door-opening' role).

5. Personal

a) The Deputy Chair will have a strong personal commitment to Higher Education and the values, aims and objectives of the University.

b) The Deputy Chair will at all times act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.

c) The Deputy Chair is expected to attend all meetings of which he/she is Chair or a member, or give timely apologies if absence is unavoidable.

d) The Deputy Chair will make him/herself available to attend induction/training events organised by the University or other appropriate bodies such as the Leadership Foundation.

e) The Deputy Chair will receive feedback on his/her performance via the appraisal/ review procedure for other members of the University Board.

f) The likely overall time commitment required of the Deputy Chair for the effective conduct of the duties of the post is 40 days per year, with the bulk of the workload taking place during University term-time.

g) The office of Deputy Chair is not remunerated, but the Deputy Chair is encouraged to reclaim all reasonable travelling and similar expenses incurred in the course of University business, via the Clerk.