

Colchester Institute Corporation

Corporation Member

Role Description

Responsibilities

- Determination of the educational character and mission of the institution and the oversight of its activities;
- Effective and efficient use of resources, the solvency and financial health of the institution and the Corporation and safeguarding their assets;
- Approval of policies and Strategic Plans;
- Approving annual estimates of income and expenditure;
- Monitoring the success rates and other key outcomes and ensuring any necessary action is taken when necessary;
- Appointment, grading, and determination of the pay and conditions of service and if necessary the suspension and dismissal of the holders of senior posts and the Clerk;
- Approving a framework for the pay and conditions of service of all other staff.

Person Specification

General

- An interest in, and commitment to, lifelong learning and the role of the Colchester Institute as a major provider of education and training and contributor to the Regional economy;
- Strategic awareness;
- Commitment to promoting equality and diversity;
- Good communicator at all levels with questioning skills and an ability to listen positively and appraise critically;
- Ability to make reasoned decisions and to act honestly, diligently and in good faith in the best interests of the Colchester Institute;
- Awareness of standards in public life (Nolan principals) and public accountability and a commitment to upholding them;
- Willingness to promote the College within the community it serves.

Experience

Experience in any of the following areas would be an advantage:

- Quality Assurance/IIP/ISO 9000 Monitoring and Student/Staff/Success measures
- Customer Care, Marketing (all aspects) and Sales
- Personnel and Industrial Relations and Trade Unions
- Equal Opportunities, Disability Discrimination, Race relations
- Governance/Trusteeship
- Strategic Planning
- Research and Development
- Legal/Contractual Issues
- Financial Analysis Planning and Budget Control
- Acquisition and Management of Property and Estates

- Contract Management
- Audit
- Risk Management and Insurance

Time Commitment

Individual members are expected to:

- attend all Corporation Board meetings and an annual Board Planning Day
- be a member of at least one Committee
- devote preparation time for each meeting
- participate in the College link scheme

and are encouraged to attend:

- College events such as Graduation Ceremonies and other events celebrating student achievement
- pre-Board briefing sessions and in-house staff development events
- national conferences and external training events

Eligibility

- A Person is ineligible to be a Governor if they are an un-discharged bankrupt or been sentenced to a term of imprisonment (whether suspended or not) for a period of not less than three months within the past 5 years, or a period of not less than two and half years within the past 20 years.
- Staff or students of the College may not be appointed as members of the Board except as Staff or Student governors.

Other Requirements

- To formally agree to observe the Code of Conduct for Corporation Members
- To complete and keep up to date a Declaration of Interests for inclusion in the Register of Members' Interests, which is open for public inspection on request.
- To sign and annually reconfirm a Declaration of Eligibility to be a member of the Corporation Board
- Committed to a four year term of office

Approved by the Search Committee 14.11.07