

## **STATEMENT OF RESPONSIBILITIES OF THE CHAIRMAN**

*(Approved by the Board of Governors on 25 November 1998)*

1. With the support of the Clerk, to ensure the efficient and effective conduct of business at Board meetings by ensuring that issues before the Board are debated fully, that governors have the opportunity to contribute and that discussions and decisions are properly summarised and recorded.
2. To exercise a second or casting vote where there is an equality of votes at a Board meeting.
3. To exercise any specific authority delegated by the Board together with a general delegated authority to act, after consultation with the Principal and the Clerk, on any issue arising which is both urgent and important and cannot wait for the next meeting of the Board. Such action to be reported to the Board for information at the next available meeting.
4. To develop an effective working relationship with the Principal and the Clerk based on a full understanding of the role of the Board in the governance of the College.
5. To maintain the trust and support of the Board.
6. To offer support to the Principal, ensuring that appraisal arrangements are in place together with opportunities for development and training.
7. To offer particular support to the Principal where major or contentious issues are involved.
8. To instigate disciplinary action against holders of senior posts should the need arise.
9. To oversee the work of the Clerk to the Governors.
10. To represent the College and the Board on appropriate occasions.