

## THE ROLE AND RESPONSIBILITIES OF ASSOCIATE GOVERNORS

### Accountability

Responsible to: the Chair of the Committee (as relevant)

### Responsibilities of the Corporation and the Role of Associate Governor

The purpose of the Associate Governor role is one or more of the following:

- a. To allow skilled and experienced individuals who may not have the time available to commit to being a full Board member but are able to offer the College expertise in a particular area to support the College.
- b. To develop individuals to gain the skills and confidence in an Associate role prior to potentially becoming a full Corporation member.
- c. To retain the wide range of skills, knowledge, enthusiasm, and commitment that governors who leave the governing body have to offer the College.
- d. To support the College in its endeavours to improve a specific part of its performance through use of their expertise and to support and challenge the Strategic Leadership Team (SLT).

### The Role of an Associate Governor

Each Associate Governor will have a unique set of skills, experience and knowledge and the role is specific to the individual Associate Governor's interest and skills.

The Board has established committees (Audit & Risk; Curriculum; Performance & Standards; Finance & Resources; People & Governance) and Associate Governors will usually sit on one of these committees. Committees usually meet three times per year.

Training & development sessions are held throughout the year and Associate Governors are encouraged to attend.

Associate Governor roles and activities may include, but not be restricted to, one or more of the following:

1. Be a member of a Corporation Sub Committee or College Committee
2. Assist in communicating the College Group's mission and successes to the stakeholders.
3. Participate in the consultation and development of the College strategic plan.
4. Participate in self-assessment and review process for governance and performance of the College.
5. Provide ad hoc support and expert advice, as appropriate, to Sub Committees and / or join Task and Finish Groups as an expert / interested party.
6. Act as a sounding board and provide support and advice for SLT members in areas where the Associate Governor has professional skills and experience.
7. Provide professional or commercial contacts for the College Group e.g., employers, partners, industry sectors.
8. Participate in College Group events e.g., awards ceremonies, student meetings, exhibitions etc.
9. Act as ambassador for the College Group at events in the community
10. Support the College Group by volunteering for specific roles at times of pressure.

Associate Governors will be appointed for an initial term of one year, subject to re-appointment on the recommendation of the People and Governance Committee for further periods of one year. The Associate Governor role will be reviewed at least once a year by the People and Governance Committee.

## **APPOINTMENT OF ASSOCIATE GOVERNORS**

### **PERSON SPECIFICATION**

In considering individuals to be co-opted as Associate Governors, the People & Governance Committee will seek:

- A commitment to attend meetings, training, mentoring and other events as required.
  - A willingness to prepare for meetings / events.
  - A commitment to the College's vision and values and to act in the best interests of the College.
  - Agreement to abide by the Code of Conduct, and other relevant rules, and to declare any conflicts of interest.
  - Strong communication skills.
  - The ability to challenge constructively, with courtesy and respect for others.
  - The ability to understand and a willingness to question relevant issues.
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