Appendix 2

**Sample Role Descriptor**

(for other examples dependent upon governing structure, see appendix 3**)**

**Sample role descriptor for general governors. A more specific role descriptor will apply to Chairs, etc.**

The role of Governors is to provide challenge and support to the Principal and senior post holders in undertaking their roles, and is defined as:

* Exercising shared corporate responsibility to:
* Pursue its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensure that the college defines its goals and evaluates performance against agreed targets
* Ensure that the college complies with the its governing document i.e. Instruments and Articles of association, constitution and any other legislation or legal requirements e.g. Safeguarding.
* Use funds correctly, as funding bodies require, and to the benefit of those it serves and in accordance with any other objectives i.e. its stated charitable objectives
* Ensure appropriate staffing is in place, especially the appointment of senior post holders and putting in place arrangements for appropriate supervision, support appraisal and remuneration of the Chief Executive/Principal
* Contribute to the development and support the implementation of the strategy for the College as determined by the Board
* Safeguard the good name and values of the college
* Ensure the effective and efficient administration of the organisation which would include ensuring that appropriate policies and procedures are in place
* Ensure the financial stability of the organisation and that funds are used properly
* Delivering their individual responsibility to:
* Commit to the Nolan Seven Principles of Public Life
  + Selflessness
  + Integrity
  + Objectivity
  + Accountability
  + Openness
  + Honesty
  + Leadership

Governors will also be required to:

* Attend and contribute to meetings of the Governing Body and its committees
* Attend college events
* Apply their specialist knowledge and expertise to the decision-making of the Board and its committees
* Act as ambassadors for the college
* Take part in the annual review of organisation performance
* Take part in relevant training and development events
* Support the decisions of the organisation, on the basis of collective responsibility
* Ensure that they do not speak on behalf of the organisation unless authorised to do so by the Chair
* Give any additional assistance that the Chair might reasonably request

Meeting are usually held:

* Time
* Location

Any additional comments about other expectations / expenses