

## Role Description

### Clerk to the Board of Governors

#### 1. GENERAL DETAILS

Job Title:	Clerk to the Board of Governors
Location:	Executive
Normal Workbase:	Stoke Campus
Salary/Grade:	Senior Postholder

#### 2. JOB PURPOSE

To provide appropriate advice and support to the Board of Governors and its individual members in the conduct of the business of the Board and its sub-committees.

#### 3. RELATIONSHIPS

Responsible to:	Chair of the Board of Governors
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#### 4. MAIN ACTIVITIES

- a) To act as Clerk for meetings of the Board and its sub-committees.
- b) To facilitate the effective management of Board business by preparing agendas, appropriate reports, papers and supporting information and producing minutes for meetings of the Board and its sub-committees.
- c) To act as correspondent for the Board and its individual members.
- d) To advise the Board and its individual members in regard to their duties and responsibilities in relation to:
  - The Instrument and Articles of Government
  - The CUC Code of Governance
  - Standards in Governance
  - All appropriate legislation
  - All requirements of regulatory bodies including the Charities Commission
- e) To advise the Board if any proposed action would exceed the Board's powers or be contrary to legislation or to the requirements of the Office for Students or other regulators.
- f) To provide and/or obtain appropriate legal advice for the Board and/or its individual members in regard to the conduct of the business of the Board or its sub-committees.
- g) To draw to the attention of the Board of Governors any conflict of interest, actual or potential, on any matter between the Clerk's administrative or management responsibilities as Chief Operating Officer and Clerk to the Board of Governors and the role as Clerk to the Board.

- h) To advise the Chair of the Board in regard to any matters, where conflict, actual or potential, may occur between the Board and the Vice-Chancellor.
- i) To advise the sub-committees of the Board in regard to any matter where conflict, potential or real, may occur between the Board and an independent Governor.
- j) To maintain an up-to-date register of Board members' Declarations of Interest.
- k) To ensure that the Board undertakes an effectiveness review to ensure compliance with the CUC Code of Governance on a three-year basis, but updating practices in the interim, where this is necessary.
- l) To act as the "Designated Person" under the University's Public Interest Disclosure Policy and Procedures.
- m) To organise induction for new Board members and the provision of appropriate professional development activities.
- n) To ensure an appropriate resource bank of information for new and existing members of the Board.
- o) To organise the annual calendar of meetings of the Board and its sub-committees, to ensure that the work of the Board is conducted in a timely and appropriate way.
- p) To hold the University Seal and oversee arrangements for appropriate documents to be executed under the Seal.
- q) To administer members' claims for travelling and subsistence allowances.
- r) To undertake any other appropriate duties and responsibilities determined from time to time by the Chair and/or the Board.