

Role Description: Member of Council

1. Membership

- a) Members are expected to play an appropriate part in ensuring that the necessary business of Council is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business. They are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to Council as opportunity arises.
- b) Members have a responsibility for ensuring that Council acts in accordance with the University's Memorandum and Articles of Association and with the University's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.
- c) Members are required to accept collective responsibility for the decisions reached by Council. Members elected, nominated or appointed by particular constituencies may not act as if delegated by the group they represent, and may not be bound in any way by mandates given to them by others.

2. Standards

- a) Members have a responsibility for ensuring that Council conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership. They must at all times regulate their personal conduct as members of Council in accordance with these standards.
- b) Members must make a full and timely disclosure of personal interests to the Clerk in accordance with the procedures approved by Council. They must as soon as practicable disclose any interest which they have in any matter under discussion and accept the ruling of the Chair in relation to the management of that situation, in order that the integrity of the business of Council and its Committees may be and may be seen to be maintained.
- c) Since the University is a Charity, members have a responsibility for ensuring that Council exercises efficient and effective use of the resources of the University for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

3. The Business of the University

- a) Members have a responsibility for ensuring that Council exercises control over the strategic direction of the University, through an effective planning process, and that the performance of the University is adequately assessed against the objectives which Council has approved.
- b) Members should endeavour to establish constructive and supportive but challenging working relationships with the University employees with whom they come into contact, but must recognise the proper separation between governance and executive management, and avoid involvement in the day-to-day executive management of the University.
- c) Members will be appointed by Council to at least one Committee of Council and are expected to play a full part in the business of all Committees to which they are appointed. Committee memberships will normally be reviewed annually.
- e) Any arrangement for the member to act as formal signatory on behalf of the University, eg in connection with the use of the Seal, should be stipulated.

4. The External Role

- a) Members may be asked to represent Council and the University externally, and will be fully briefed by the University to enable them to carry out this role effectively.
- b) Members may be asked to use personal influence and networking skills on behalf of the University.

- c) Members may be asked to play a role in liaising between key stakeholders and the University, or in fund-raising. They will be fully briefed by the University to enable them to carry out this role effectively. However, this role in particular must be exercised in a carefully co-ordinated fashion with other senior officers and staff of the University.

5. Personal

- a) Members will have a strong personal commitment to Higher Education and the values, aims and objectives of the University.
- b) Members will at all times act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) Members are expected to attend all meetings of Council and of Committees of which they are a member, or give timely apologies if absence is unavoidable.
- d) Members must participate in any procedures established by Council for the regular review of the performance of individual members. Members should attend any induction activities arranged by the University and should participate in appropriate training events such as those organised by the Leadership Foundation, which will be drawn to their attention by the Clerk.
- f) Membership of Council is not remunerated, but members are encouraged to reclaim all travelling and similar expenses incurred in the course of University business, via the Clerk. Directors and Officers Liability Insurance is in place.
- g) Members are normally appointed for a maximum of two periods of four years each. In exceptional circumstances Council may agree to an extension.

Person Specification: Member of Council

	Essential	Desirable
1. Attainments and Qualifications	First degree (or equivalent)	Evidence of continuing professional development
2. Previous Experience	Ability to think and act strategically. Personal expertise in an area relevant to the responsibilities of Council.	
3. Training and Specialist Skills	High levels of written and oral communication skills. Ability to listen to others. Analytical skills.	
4. Disposition	Ability and willingness to be an ambassador for the University. Ability to work in effective teams with other members of Council. Ability to work in effective teams with the Vice-Chancellor and other members of the University Executive. Good under pressure. Diplomatic but firm. Prepared to give University business a high priority.	
5. Circumstances	Available to attend University related activities on 10-15 full or part days per year. In addition University business is likely to punctuate other days eg telephone conversations, preparation for meetings etc.	