



Proposed Chair Job Role

Job Title: Chair of Governors

Direct Report: Principal, Board of Governors.

Background: A general background in strategy, governance, education, and preferably fundraising. Previous experience as a Chair or trustee essential.

1. Role Summary

- To lead the Board of Leo Baeck College.
- Championing good governance and safeguarding whilst providing leadership and direction through the Board of Governors and enable the Board to fulfill its responsibilities.
- Providing strategic leadership that works in partnership with the Principal.
- Facilitate an open and effective working relationship between the Board and the Principal in matters that are within the remit of the Board of Governors while ensuring that the relationship does not involve day-to-day executive management.
- Ensure that LBC pursues its objects as defined in its governing document, and is compliant with College law, company law and other relevant legislation/regulations.
- Ensure that all Board members observe the principles of behaviour in public life and adhere to the Nolan principles of: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Facilitate the Board of Governors by stimulating excellent, well-rounded and carefully considered strategic decision-making.
- Ensure the composition and efficient operation of the Board and its committees and take care that members work together effectively, and that committees and individual members fulfil their responsibilities.
- Represent the College and develop appropriate partnerships with other organisations alongside the Principal and other members of the SMT.
- Be a role model. Be seen to act impartially and not be influenced in the role of Chair by conflicts of interest be they social, communal, organisational, familial or pecuniary.

2. Main Responsibilities of the Chair

The Board

- In conjunction with the Principal formulate strategic plans and conduct regular reviews of long-term strategic aims of the College.
- Lead Board review of performance against agreed targets.
- Ensure that the proceedings of the Board of Governors are conducted in as open a manner as possible.
- Approve the annual cycle of the Board meetings, approve agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Chair meetings of the Executive Committee which may meet between Board Meetings and deals with non-strategic day-to-day matters.

- Liaise regularly with the Treasurer to maintain a clear grasp of the College's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Induct and mentor other Board members to enable them to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Appropriately, delegate tasks and responsibilities to Committee Chairs and Vice-Chair
- Ensure the orderly succession of members of the Board of Governors and its committees.
- Annually monitor the Board structure role, and relationships and ensure implementation of agreed changes/developments are carried out. Encourage team-working among Board members and encourage them to identify and recruit new Governors as required. Create a strong, profitable and fulfilling working relationship with Governors and the Principal through review and self-reflective evaluation of contributions and effectiveness of the board.
- Conduct a formal review of the Board of Governors effectiveness every 4 years.

The Principal

- The Principal reports to the Board.
- In participation with the Board, the Chair will recruit and appoint the Principal in accordance with established processes of the College.
- The Chair and one other member of the Board will undertake the process of appraising the performance of the Principal.
- Chair and Principal will meet regularly as appropriate. Consult with the Principal on matters of strategy, governance, finance and HR.
- Achieve the right balance between challenging and supporting the Principal's activities in the context of the College's vision and mission and the implementation of Board's strategy and policies.
- Ensure clarity and distinction between the role of the Chair of the Board of Governors and the Principal as the Executive Head of the College.
- Maintain careful oversight of any risk to reputational, legal and/or financial standing of the organisation.
- Receive regular informal progress reports of the organisation's work and financial performance through the Principal.

In relation to the community and code of conduct

- Represent LBC as a spokesperson at appropriate events, meetings or functions.
- Protect and manage the assets of LBC.
- Act as final stage adjudicator for disciplinary and grievance issues as LBC Policies and Procedures require.
- Facilitate change and address conflict within the Board of Governors or within the organisation and liaise with the Principal to achieve this.
- Alongside Board members ensure adherence and compliance around key policies in all decisions and discussions of the Board and its sub-committees.
- Attend and/or act as a member of other committees or working groups when appropriate.

3. Person Specification

Essential

- Commitment to and understanding of Progressive Judaism

- Have experience of regulatory frameworks and charity governance.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Governorship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Commitment to LBC's objects, aims and values and willingness to devote time to carry out responsibilities in a spirit of partnership and collaboration with staff.
- Strategic and forward-looking vision in relation to LBC's objects and aims.
- Experience and understanding of financial issues at a strategic level.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and the external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Ability to listen to and act on feedback.
- A balance of tact and diplomacy with a willingness to challenge and constructively criticise.

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the higher education sector and the regulatory environment of the College
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work; some experience of College finance and College fundraising.
- Leadership skills exercised through a period of change.
- Ability to develop people and nurture talent within the Board.

4. Time Commitment

- The Board meets 4 times per year, plus an AGM. Board meetings last 2 hours. The Chair is expected to be present at all Board meetings.
- The Chair is also a member of the various sub committees of the College. Such as the Executive sub-committee and the Finance sub-committee, which meets at least 3 times per year as well as the Remuneration and Search and Nomination Committees.
- **Attendance for training and there will be an annual Away Day for Governors and staff.**
- It is important that the Chair is able to visit the College, meets students and be available to meet the Principal/senior paid staff members on a regular basis.
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary.

5. Length of Service

Governors serve a term of 3 years in any one role. They may stand once for re-election in that role.