

BOARD OF GOVERNORS

EXTERNAL GOVERNORS – Role and Responsibilities

Information for Prospective Governor Applicants

TERMS OF APPOINTMENT	
Length of appointment	Initial term of four years, with the possibility of re-appointment for a second four year term.
Time commitment	<p>A Governor would be appointed to at least one of the Board's Committees. At a minimum, governors would be expected to attend the meetings of that Committee as well as the meetings of the Board.</p> <p>Per annum: - Board Meetings: 5 x half day - Committee Meetings: 4 or 5 x half day - Annual seminar: 1 day - Agenda setting meetings*: 4 or 5 x 1 hour meetings (*for Committee Chairs only)</p> <p>There is also time commitment for reading in preparation for those meetings.</p> <p>In the first year of appointment particularly, governors may want to attend training, induction and or briefing events.</p> <p>Some Governors might join more than one committee and/or project boards. They might also choose to attend special events and functions at the University by invitation. There is also a departmental link scheme, by which governors can link to a University department to gain some insight into day-to-day university life. In short, there is a range of opportunities for governors to engage with university activity, but this very much depends on individuals' capacity/time availability, and can be negotiated accordingly.</p>
Remuneration	Unpaid
Expenses	Expenses for travel and subsistence and training in relation to duties undertaken as a consequence of Board membership.
Exclusions	<p>In line with the Instrument of Government, some people may be excluded from holding office if they have been declared bankrupt or have certain criminal convictions. For more details, refer to the Clerk, or see paragraphs 6.5 - 6.8 of the Instrument of Government which can be found at:</p> <p>http://www.port.ac.uk/departments/services/boardofgovernors/aboutus/filetodownload,77030,en.pdf</p>

ROLE SPECIFICATION:

Our external governors play a key part in driving us forward and strategically planning our future development. External Governors are individuals with appropriate skills, knowledge, experience and reputation in industry, commerce, the public sector, the practice of a profession, or equivalent, with a capacity to inquire, challenge and enhance. All nominations are welcomed, but from time to time we will specify experience in particular fields in order to complement the existing profile of the Board membership.

Responsibilities of Governors:

- 1) to carry out the responsibilities of members set out in the Committee of University Chairs (CUC) Guide for Members of Higher Education Governing Bodies in the UK including proper conduct of public business, strategic planning, monitoring performance, finance, audit, estate management, charitable status, staffing, Students' Union and Health and Safety,
- 2) to serve on one or more committees of the Board or serve on the boards of subsidiary companies or on other bodies on behalf of the Board,
- 3) to participate fully in the life of the University community by attending ceremonial, artistic and public events and lectures and taking an active interest in the work of the University community,
- 4) to promote the University in the wider community,
- 5) to observe the seven Principles of Public Life as set out in the first and second reports of the Committee of Standards in Public Life (the Nolan Committee),
- 6) to undertake such training and induction as required to carry out the role of a member of the Board.

Person specification:**Members should**

- 1) normally, have made a significant contribution to their field of endeavour and from their experience and qualifications bring real insight to the proceedings of the Board,
- 2) normally, have held positions at senior level in their workplace and/or in a voluntary organisation,
- 3) understand the distinction between governance and management,
- 4) be able to demonstrate an interest in and commitment to higher education and to public service,
- 5) reflect the wider community, bearing in mind the need to ensure an appropriate balance between the genders and of those from the ethnic minorities,
- 6) be able to demonstrate the ability to exercise their responsibilities with independence and discretion,
- 7) be able to attend, on average, one or two meetings a month at the University,
- 8) be able to work as part of a team: the Board of Governors exercises its responsibilities in a corporate manner, with all of the members acting as a body.

Helpful information:

To get a form to submit a nomination (either for yourself or another), or for more information, please contact the Clerk to the Board of Governors, at University House, Winston Churchill Avenue, Portsmouth PO1 2UP on telephone 02392 843195. Or, you can find the form and further information on the Governors' website at <http://www.port.ac.uk/governors> under the section 'About Us'.

You can see the Committee of University Chairs (CUC) Guide for Members of Higher Education Governing Bodies in the UK at:

http://www.hefce.ac.uk/pubs/hefce/2009/09_14/