

Role and Responsibilities of Corporation Members

Introduction

The main business of the Corporation is to determine the educational character of the College and ensure its overall well being and financial solvency. Integral to this is the role of the Corporation Member who has the prime responsibility for the development of corporate strategic planning.

Role requirements

Corporation members are required:

- To have a range of expertise which will make a valuable contribution to the Corporation.
- To take an active part in the strategic development of the College in promoting education and training in the wider community.
- To hold office for a period of three years at the end of which they may seek re-nomination.

Essential requirements of the role

The essential requirements for being a Huntingdon Regional College Corporation member are set out in the 'Person Specification' attached to this document as Appendix 1.

- Knowledge of local conditions.
- An understanding of Further Education and how it can best be used to achieve the aims and needs of the community.
- That a member of the Corporation should be available for a minimum of the equivalent of one day per month.

Responsibilities

The role of a Corporation member is a voluntary one without payment. A member is required to have a high degree of commitment and to observe complete confidentiality. Membership responsibilities are:

1. To ensure that the resources and the assets of the College are safeguarded and used effectively.
2. To ensure that the ethos of the college is one that is conducive to the well being of the staff and students and is therefore reflected in the successful outcome of its primary aims.
3. To be familiar and comply with the corporation Code of Conduct and register of Interests for members and any other statutory requirements placed upon the Corporation.
4. To attend Corporation meetings, typically four per annum.
5. To serve on at least one sub-committee in addition to the full Corporation Board meeting in accordance with an agreed meetings' schedule.

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6. To be available to attend disciplinary hearings or appeals.
7. To represent the Corporation at internal and external meetings.
8. To attend training programmes for Corporation members.
9. To be prepared to attend seminars and workshops to aid in the understanding of how the College provides education and training.

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*Approved by the Corporation
23 October 2000*