**Recruitment & Selection of AoC Chair**

**JOB DESCRIPTION**

**Overall Purpose**

To provide leadership and direction to the AoC Board, enabling Board Directors to fulfil their responsibility for the overall governance and strategic direction of the Company. Working closely with and supporting the Chief Executive and AoC President in developing the AoC’s aims, objectives and goals in accordance with the Memorandum and Articles of Association, legal and regulatory guidelines, and the approved strategic direction.

**Key roles**

1. To lead the Board and the wider governance arrangements, ensuring the Board has a clear strategy and systems and processes to monitor and to account to members for performance and impact;
2. To ensure that members are engaged in the work of AoC and in particular are able to develop and help influence the policy and campaigning work;
3. To be an ambassador for AoC in key external relationships, events and partnerships;
4. To support and challenge the Chief Executive and the Senior Leadership Team.

**Duties and Responsibilities**

Including but not limited to:

* Leading the AoC Board and developing and monitoring the AoC strategic plan.
* Working together with the AoC President and Chief Executive in promoting the FE sector, acting as an ambassador for AoC, representing AoC on committees and groups, and attending functions, events and meetings.
* Planning and chairing Board meetings and AGMs.
* Taking a leadership role in ensuring the Company fulfils its legal and regulatory requirements and liaising with the Company Secretary and Chief Executive to ensure that the Board and wider governance arrangements operate efficiently and effectively and in line with standards of public life.
* Overseeing subsidiary companies, and liaising regularly with their Board Chairs.
* Chairing AoC Charitable Trust, and playing full leadership role in developing and overseeing the work of the Trust, its governance arrangements, and all its activities and events.
* Membership of AoC Board committees, AoC Governors’ Council, and other AoC groups as required, ensuring that respective views and opinions are heard and understood at AoC Board level.
* Liaising with Chairs of Policy Groups and ensuring strategic links between these and AoC Board.
* Attending regional meetings as necessary to ensure that the AoC Board remains accountable and engaged with members across the country.
* Ensuring the performance of the Board is effective by reviewing performance on an annual basis, including appraisal meetings between individual Board members and the Chair/Company Secretary
* Liaising with AoC senior staff on key policy issues.
* Line managing and providing support to the Chief Executive, and ensuring that the AoC is run in accordance with the decisions of the Board and the Articles of Association.
* Setting objectives for the CEO and undertaking performance reviews.
* The time commitment to undertake the role of Chair is estimated at 80 annual days.

**PERSON SPECIFICATION**

**Candidates for this role are expected to have:**

* A strong commitment and understanding of colleges and the FE sector, including an awareness of the multifaceted challenges colleges face now and for the future.
* Corporate governance experience and expertise, with first-class chairing skills and an understanding of how to develop and implement strategy.
* An understanding of how boards add value to the work of an organisation for the benefit of members.
* The ability to act as an ambassador of the organisation, able to influence high level stakeholders and to promote the profile and activities of AoC and its members.
* Excellent communication and interpersonal skills, including the ability to listen, persuade and influence, and the ability to provide effective advice, support and constructive challenge.
* Sound business background including demonstrable track record of organisational and management success.
* The time and flexibility to effectively carry out the role including attending meetings and events across the country.