



ROLE OF THE CLERK

Main areas of responsibility:

1. Ensuring the governing body fulfils legal, statutory and public responsibilities by performing the role of Clerk to the Corporation.
2. Providing advice and briefings to the governing body and acting as the reference point for enquiries.
3. Determining the calendar of meetings, summoning meetings, preparing agendas, reports and minutes of meetings including committees of the governing body.
4. Ensuring the cycle of business is carried out efficiently and effectively.
5. Ensuring that the governing body receives appropriate information and monitors on the college's financial and academic performance.
6. Checking the quoracy of meetings of the governing body and committees.
7. Advising the governing body on issues relating to membership.
8. Facilitating communication on governing body matters between the chair, principal and senior postholders.
9. Attending (or by delegation to a named person) all meetings of the governing body and its committees.
10. Providing administrative support to the chair, committee chairs and, where appropriate, individual governors.
11. Ensuring compliance with the law regarding public access to governors' papers.
12. Ensuring safe custody of the official records of the governing body's business and keeping a record of outstanding business and updating Action Agreed Reports.
13. Administering any scheme for the reimbursement of governors' expenses.
14. Taking appropriate action if and when the governing body, chair or a committee is at risk of acting outside their powers or proposing unlawful actions.
15. Acting as correspondent for the governors.

16. Issuing letters of appointment for new governors.
17. Keeping under review standing orders, membership and terms of reference of the committees.
18. Maintaining the register of members' interests.
19. Facilitating governor training including the induction of new members.
20. Monitoring the public interest disclosure procedure, suggesting amendments and (where the governing body requires this) being the lead assessor in reviewing the proposed disclosure.
21. Supporting the governing body in the annual review of its performance.
22. To keep up-to-date with all aspects of governance, including attendance of conferences, training for Clerks, acting on information provided by briefings e.g. Association of Colleges, Learning & Skills Council, Sixth Form Colleges Employers Forum, Network of Clerks.
23. Carry out any other duties as reasonably required by the Chairman