



THE COUNCIL

Council Committee Chair

DUTIES AND EXPECTATIONS OF ROLE

All chairs of Council committees are external members of the Council. Chairs are appointed by the Council on the recommendation of the Governance and Nominations Committee.

The chair should ensure that the committee acts in accordance with its terms of reference and should seek advice from the committee secretary in any case of uncertainty.

The chair should ensure that the committee exercises corporate responsibility, that is to say, that decisions are taken collectively by all of the members acting as a body. The chair will encourage all members to work together effectively, contributing their skills and expertise as appropriate, and will seek to build consensus among them.

The chair shall have executive authority to act on its behalf (in consultation as appropriate) with University Officers, the director of the specialist area if appropriate, and the committee secretary.

The chair should also contribute to the work and decision making process of the Council through discussion, advice and guidance on issues, strategy and policies brought to the Council for its consideration. He/she should identify and raise issues pertinent to the remit of the Council, and the policies of the University.

The chair should work with the director of the specialist area if appropriate to ensure that pertinent issues within the remit of the committee are presented to the committee, and thence to the Council, in an appropriate and timely manner.

TERM AND TIME COMMITMENT

The initial appointment as a Council Committee Chair is for four years. The chair is eligible for reappointment for a second term, subject to their continued membership of the Council, and the maximum period of office is eight years.

The role of the chair will require a significant time commitment for the effective conduct of the duties of the post. This commitment will normally be fairly evenly spread through the year.

The chair will be expected to work with the committee secretary regularly and be briefed on an ongoing basis on any key developments and in advance of committee meetings.

STATUS/EXPERIENCE REQUIRED

A Council committee chair should demonstrate the following qualities, skills and experience:

- a) enthusiasm for and commitment to the mission of the Open University, and its values, aims and objectives, particularly diversity and widening participation;
- b) experience at board level for major/international commercial or public benefit institutions
- c) a background in the specialist area of the work of the committee.