

Role profile: Vice Chair of the Board

The Vice Chair of the Board of Directors has a responsibility to support the Board, ensuring that it fulfils its responsibilities for the governance of Independent Higher Education (IHE) and for the development of its strategy and forward planning, working in partnership with the Chief Executive and Chair to achieve the aims of the organisation.

The Vice Chair may be required to represent the association from time to time at public functions and in the media, when the Chief Executive or Chair is not available.

Duties

The Vice Chair:

1. working with the Chair and the Board, ensures that IHE works within its organisational objects, delivers benefit to members and, as a company limited by guarantee, abides by all applicable laws;
2. helps to raise the profile of IHE, its members and its work on higher education issues;
3. raises with ministers or senior officials – or heads of other agencies – any major aspects of concern or substantial proposals for changes to policy or practice;
4. attends the Annual General Meeting (AGM) and the Annual Conference;
5. in the absence of the Chair, would chair meetings of the Board, and the AGM;
6. chairs ad hoc working groups if the need arises;
7. represents the organisation from time to time at meetings, events and receptions;
8. supports the Chair in settling Chief Executive pay (and any conditions of service issues) along with the Honorary Treasurer;
9. supports the search for a new Chief Executive when the need arises and helps find his or her own successor, other honorary officers and Board Members;
10. deputises for the Chair if they are for any reason absent or unable to execute their duties.

Person specification

The Vice Chair will be a Vice-Chancellor, Principal, CEO or Managing Director of an independent university, college or other HE provider which is a member of IHE.

In addition to experience and expertise in strategy and resource management, and a knowledge of the obligations of company directors, the individual must above all have a personal interest in, and be an influential and authoritative voice on, IHE and related matters of educational quality, reform and innovation. In order to achieve this, the Vice Chair will be expected to demonstrate personal integrity, a strategic vision and good, independent judgement, while also being aware that what they say in public will be generally interpreted as reflecting the organisational view of IHE.