

Role profile: Vice Chair of the Board

The Vice Chair supports the Chair in providing strategic leadership, to ensure that Independent Higher Education (IHE) is well-governed, forward-looking, and delivering value to its members. The Vice Chair deputises in the Chair's absence, serves on Board sub-committees, and chairs the Remuneration Committee, as well as representing the organisation externally as required. The Vice Chair will work in partnership with the Chair, Chief Executive and other members of the Board.

Key Responsibilities

Governance and Strategic Leadership

1. Work with the Chair to ensure that the Board fulfils its responsibilities for the governance and strategic direction of IHE.
2. Work with the Chair to ensure IHE operates within its organisational objectives, delivers benefit to members, and complies with all legal and regulatory requirements.
3. Safeguard IHE's agreed policy positions and ensure public statements remain aligned with them.
4. Deputise for the Chair if they are for any reason absent or unable to execute their duties.

Board and Committee Meetings

5. Serve on one of the two sub-committees of the Board as required.
6. Chair the Remuneration Committee, which determines the remuneration of the Chief Executive.
7. Chair any additional working groups as required.
8. In the event of the absence of the Chair of the Board, chair Board meetings and the AGM.

Relationship with the Chief Executive and Succession

9. Maintain an effective and constructive working relationship with the Chief Executive, including providing advice, support and challenge to the Chief Executive as appropriate.
10. Support the recruitment of a new Chief Executive when needed.
11. Support succession planning for the Chair, Vice Chair, Honorary Treasurer, and Board Members.

Representation and Advocacy

12. Represent IHE at external meetings, events, and receptions as required.
13. Support profile-raising for IHE and its members.

14. Engage with ministers, senior officials, and sector leaders on major issues, policy concerns, or opportunities for change.

Person Specification

15. **A commitment to the mission and values of IHE**, and the IHE Code of Conduct for Board and Committee Members.
16. **Experience as a senior leader**; Vice-Chancellor, Principal, CEO, or Managing Director of an independent university, college, or other IHE member provider.
17. **Strong strategic vision**, with experience of strategy development, organisational leadership, and resource management.
18. **Personal integrity and sound independent judgement**, with the ability to represent IHE credibly at national level.
19. **A commitment to the wider independent higher education sector**, and the ability to be a persuasive, authoritative voice on regulatory reform, educational quality, and innovation.
20. **Awareness of public expectations**, recognising that the Vice Chair's public views will often be interpreted as representing the organisational position and must align with IHE policy.
21. **Understanding of company directorship**, governance expectations, and legal responsibilities.

Term and eligibility

22. The process for appointing a new Vice Chair is detailed in Regulation GP2 - Process for the appointment of Chair and Vice Chair.
23. The Vice Chair shall be an elected Member Director at the time of their appointment and throughout their term.
24. The Vice Chair shall serve a term of office usually of three years.
25. The Vice Chair may serve a second term if they remain an elected Member Director at the time of their appointment to any second term.