

UNIVERSITY OF BRISTOL

ROLE DESCRIPTION FOR THE VICE-CHAIR OF COUNCIL

1. Introduction

1.1 Council is the governing body of the University of Bristol and exercises general control over the University and its affairs. All members of Council are trustees of the University, and their decisions affect all aspects of the University's life and work. All members of Council are therefore expected to play an appropriate part in ensuring that the business of Council is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of public business.

1.2 The Chair and Vice-Chair of Council are elected, from amongst the lay members of Council, in accordance with the University's Ordinances. Whenever practicable, their terms of office shall be staggered to avoid their terms expiring at the same time.

2. Duties of the Vice-Chair of Council

The Vice-Chair of Council will support the Chair to ensure that Council observes the principles of public life and operates effectively. In doing so, the principal duties of the Vice-Chair of Council are to:

- chair meetings of Council in the absence of the Chair and to promote their efficient operation, ensuring that members of Council work together effectively and have confidence in the procedures laid down for the conduct of business
- to otherwise deputise, as appropriate, for the Chair
- to provide assistance and support to the Chair in the leadership of Council
- to be available to members of Council, whether individually or collectively, should they have concerns which contact through the normal channels of the Chair, Vice-Chancellor or University Secretary or Clerk to Council has failed to resolve or where such contact is inappropriate
- attend meetings of Court and other formal and informal meetings in the University
- attend the Awards Ceremonies of the University and other events of the University
- act in accordance with delegated authority granted by the Council
- act as an ambassador for the University, promoting its activities in the wider community and, in particular, assisting with philanthropic activity and fund raising projects of the University
- undertake duties specified by the University Statutes and Ordinances and the Standing Orders of Council
- attend training and induction as required to carry out the role of Vice-Chair and member of Council.

3. Qualities of the Vice-Chair of Council

The qualities required of the Chair of Council are:

- a strong personal commitment to Higher Education and the values, aims and objectives of the University
- a willingness to devote the necessary time and effort to their duties as Vice-Chair and member of Council
- a sophisticated understanding of governance processes and effectiveness
- political awareness and an understanding of the economic, social and political dynamics of Bristol and the region
- strategic vision and good, independent, judgement
- diplomacy and sensitivity
- honesty and integrity

- skills of networking, influencing and advocacy
- an understanding of the importance of and a commitment to equality and diversity
- respect for confidentiality.

4. Other

All members of Council are expected to act in accordance with the University's Code of Conduct for members of Council: <http://www.bristol.ac.uk/media-library/sites/university/migrated/documents/codeofconduct.pdf>.