

ROLE DESCRIPTION FOR MEMBERS OF THE UNIVERSITY BOARD¹

1 Membership

- a) Members are expected to play an appropriate part in ensuring that the necessary business of the Board is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business. They are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Board as opportunity arises.
- b) Members have a responsibility for ensuring that the Board acts in accordance with the instruments of governance of the University and with the University's internal rules and regulations, and should seek advice from the Clerk in any case of uncertainty.
- c) Members are required to accept collective responsibility for the decisions reached by the Board. Members are appointed to the Board in an independent capacity and do not represent any constituency and may not act as if delegated by the group they represent, and may not be bound in any way by mandates given to them by others. Members recognise that the Board acts as a corporate body. Members will abide by decisions properly made and will not lobby for individual gain or advancement or for the benefit of an organisation or university department, faculty or other group whether internal or external to the University.

2 Standards

- a) Members have a responsibility for ensuring that the Board conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership and the public interest governance principles as required by the Office for Students. They must at all times regulate their personal conduct as members of the Board in accordance with these standards. They will act responsibly and will not bring the University into disrepute.
- b) Members will declare proactively to the Clerk any actual or potential conflicts of interest relating to the work of the Board as soon as such conflicts or potential conflicts become apparent and will comply with the University Conflicts of Interest Policy and Procedures in force from time to time. If during their period of appointment to the Board their personal circumstances change in any way that might provide a potential conflict of interest for them in their role, they are to declare the circumstances to the Clerk. It is the Members' responsibility to notify the Clerk of any changes.
- c) Board members are Charity Trustees of an exempt charity and have the responsibilities and potential liabilities that go with Trustee status. They are subject to the Guidance issued by the Charity Commission and further requirements as set out in the Office for Students' Regulatory Framework for Higher Education in England and the Terms and Conditions of Funding for Higher Education Institutions, such as the 'fit and proper person' requirement.

¹ This role description is based on the Committee of University Chairs (CUC) Template for a Role Description for Members of University Governing Bodies and has been amended to reflect compliance with Bournemouth University's policies and practices.

- d) Members will exercise their responsibilities with independence and discretion. They must recognise that as Board Members they will have access to information which must not be shared outside of the Board. Board Members will respect confidentiality, personal data and commercially sensitive information and, if in any doubt as to the status of information, they will check with the Clerk before disclosing.

3 The Business of the University

- a) Members have a responsibility for ensuring that the Board exercises control over the strategic direction of the University, through an effective planning process, and that the performance of the University is adequately assessed against the objectives which the Board has approved.
- b) The Board is responsible for approving the annual budget and financial statements, and has overall responsibility for the university's assets, property and estate.
- c) Members should endeavour to establish constructive and supportive but challenging working relationships with the University employees with whom they come into contact, but must recognise the proper separation between governance and executive management, and avoid involvement in the day-to-day executive management of the University.
- d) Members will normally be appointed by the Board to at least one committee of the Board and are expected to play a full part in the business of all committees to which they are appointed. Members will also be invited to attend the University's annual award ceremonies and other occasional events in their capacity as a Board member.
- e) Certain members may be asked to act as signatories to contracts, including those signed under seal, in accordance with the University's contract signing procedures and Financial Regulations.
- f) From time to time Members may be asked to participate in the recruitment process for senior staff.

4 The External Role

- a) Members may be asked to represent the Board and the University externally, and will be fully briefed by the University to enable them to carry out this role effectively.
- b) Members may be asked to use personal influence and networking skills on behalf of the University.
- c) Members may be asked to play a role in liaising between key stakeholders and the University, or in fund-raising. They will be fully briefed by the University to enable them to carry out this role effectively. However, this role in particular must be exercised in a carefully co-ordinated fashion with other senior officers and staff of the University.

5 Personal

- a) Members will have a strong personal commitment to higher education and the values, aims

and objectives of the University.

- b) Members will at all times act fairly and impartially in the best interests of the University as a whole, using independent judgment and maintaining confidentiality as appropriate.
- c) Members are expected to attend all meetings of the Board and of committees of which they are a member, or give timely apologies if absence is unavoidable.
- d) Members must participate in procedures established by the Board for the regular review of the performance of individual members. Members should attend any induction activities arranged by the University and should participate in appropriate training events such as those organised by Advance HE, which will be drawn to their attention by the Clerk.
- e) The approximate overall time commitment required of non-Chair members is 12 days per annum, with the majority of activity taking place during term-time.
- f) Membership of the Board is not remunerated, but members are encouraged to reclaim all reasonable expenses incurred in the course of University business, via the Clerk.
- g) The formal Terms of Office will be set out in individual Members' appointment letters.

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