


# NOMINATIONS COMMITTEE REPORT

<b>Subject:</b> Recruitment of Board Secretary	<b>For Approval:</b> <b>For Discussion:</b> X <b>For Information:</b>
<b>Prepared by:</b> Tony Jakimciw	<b>Date:</b> 07/02/17
<b>Purpose:</b> To agree the job description, person specification and recruitment process for the appointment of a new Board Secretary.	
<b>Executive Summary:</b>  <p>Following the resignation of the previous Clerk to the Board, the Chair obtained the agreement of the SFC to the temporary appointment of the Vice Principal for Quality and Innovation to undertake this role until the end of the current academic year. Current guidelines are clear that the Board Secretary must not report to the Board in any capacity other than as Secretary. Therefore, the Committee is required to oversee the recruitment of a new Board Secretary.</p>	
<b>Recommendation</b>  <p>Members are asked to consider and identify the job description, person specification, process and timeline for the appointment of a new Board Secretary.</p>	
<b>Previous Committee Approvals</b> None	
<b>Signed:</b>  <div style="text-align: center; margin-top: 20px;">  </div> <div style="text-align: center; margin-top: 10px;"> <b>Author</b> </div>	

An exciting opportunity to contribute to the future education and training needs of the Scottish Borders workforce...

### **P/T Secretary to the Regional Board of Borders College**

Recent changes to legislation have meant that Scotland's colleges have been transformed into a new regional structure to form a national network which works together strategically to help the nations learners and employers to achieve their aspirations. The Regional Board of the newly designated Borders Regional College is seeking to appoint a Secretary who will support its members in maintaining the highest standards of governance to ensure that the College continues to deliver one of the most successful services to learners in Scotland.

Responsible directly to the Chair, the primary role of the Secretary is to manage the business of the Board and to provide support and guidance, especially in the areas of corporate governance and interpretation of relevant legislation. The College is a registered charity and the Secretary will also be responsible for ensuring the Board complies with the charity legislation and directions as issued by the Office of the Scottish Charities Regulator.

The post is part time averaging about 45 days per annum with a salary of ???. The appointment can be on a self employed or employed basis.

If you are interested in applying for the post of Regional Board Secretary please submit a College application form electronically to [DKerr@borderscollege.ac.uk](mailto:DKerr@borderscollege.ac.uk) or in writing to Debbie Kerr, Head of HR and Development at Borders College, Scottish Borders Campus, Nether Road, Galashiels, TD1 3HE.

More information on the College and an electronic version of the application form can be found at [www.borderscollege.ac.uk](http://www.borderscollege.ac.uk)

Closing date for applications is ??? Interviews will be held during the week commencing ???

# BORDERS COLLEGE

## JOB DESCRIPTION

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<b>Job Title</b>	Board Secretary
<b>Post Holder</b>	
<b>Accountable To</b>	Chair of the Regional Board
<b>Responsible For</b>	The provision of an efficient and effective service as Board Secretary
<b>Department</b>	

### Overall Purpose of Job

Providing guidance and support to the Chair of the Regional Board, Board Members and the Principal on corporate governance. Acting as Secretary to the Board and its Committees

### Main Duties and Responsibilities

#### 1. Corporate Governance

- Providing guidance on all aspects of college governance, with particular regard to the Combined Code, ASC Guide for College Board Members, Good Guidance Standard for Public Service, Nolan Principles and sources of good governance practice.
- Having regard to public perception and advising the Chair and Principal accordingly
- Managing the process of recruiting Board Members, induction of these Members, Register of Interests, ongoing training and development, succession planning and Members tenure.
- Ensuring the Student voice is heard in governance
- Independently briefing the Chair and Board Members on current issues and liaising between the Chair, Vice Chair, Board Members and the Principal
- Communicating and managing the Board's information requirements with the Principal and Senior Managers with the aim of ensuring this information is at the appropriate level
- Conducting a limited amount of research on behalf of Board Members to support their decision making
- Ensuring that key Board responsibilities are met, e.g. approval of budget, annual

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accounts and corporate plan and monitoring of financial and other key indicators, risk management, health and safety and equalities.

- Managing Board and Committee meetings as to schedule, provision of papers, minutes and follow up action
  - Acting as the College point of contact for OSCR, Standards Commission for Scotland and Ombudsman.
  - Maintaining the list of College policies, tracking Committee and Board responsibilities, review dates and approvals.
  - Monitor Board Self-evaluation systems and evaluate outcomes.
2. Identify and recommend improvements in procedures and processes related to governance so as to improve service quality and efficiency in the areas of responsibility and the College generally.
  3. Ensure consistency with sector wide practices.
  4. Attendance at appropriate external training and other meetings especially the 'Secretaries Community of Practice'
  5. Ensure Board Policy Documents and Procedures are reviewed at least every 3 years and are updated as necessary.
  6. Abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equalities.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

**PERSON SPECIFICATION  
BOARD SECRETARY**

<b>QUALIFICATIONS</b>		<b>Essential or Desirable</b>
Qualified to HNC level or equivalent		D
IT literate – proficient with basic word applications		E

<b>KNOWLEDGE</b>		<b>Essential or Desirable</b>
Knowledge of the duties and responsibilities of a secretary		E
Understanding of legislation affecting the governance of colleges		D
Awareness of the FE sector in Scotland and its distinct structure and role		D
Knowledge of charity law and governance		D

<b>EXPERIENCE</b>		<b>Essential or Desirable</b>
Previous experience of committee or board work		E
Previous experience as a clerk or company secretary		D
Previous experience of report and minute writing		E

<b>INTERPERSONAL SKILLS &amp; ABILITIES</b>		<b>Essential or Desirable</b>
Ability to work with and advise others at a senior level		E
Good interpersonal skills; ability to engender trust of others		E
Good oral and written communication skills		E

<b>OTHER ABILITIES/QUALITIES</b>		<b>Essential or Desirable</b>
Good administrative skills		E
Ability to meet deadlines		E
Ability to deal with confidential matters and exercise discretion		E
Ability to work accurately, flexibly, and without supervision		E
Commitment to principles of public life		E