

**RESPONSIBILITIES OF THE BOARD OF GOVERNORS AND TERMS OF APPOINTMENT  
(APRIL 2019)**

**TWO MEMBERS OF ACADEMIC STAFF ELECTED BY AND FROM A UNIVERSITY-WIDE ACADEMIC  
STAFF CONSTITUENCY**

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**RESPONSIBILITIES OF THE BOARD OF GOVERNORS ARE (ARTICLE 3.1 REFERS)**

- 1 The responsibilities are:
  - i) Determining the educational character and mission of the University and oversight of its activities;
  - ii) Ensuring effective and efficient use of resources within the University, and safeguarding assets
  - iii) Approving annual estimates of income and expenditure;
  - iv) Appointment and associated responsibilities for designated senior staff of the University;
  - v) Setting a framework for pay and conditions of University staff.
  
- 2 As governors of a public body they are expected to embrace the seven principles of public life as expressed by the Nolan Committee on Standards in Public Life. These are Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership. Members of the Board of Governors are required to declare all interests relevant to their appointment to the Board in a Register of Interests which is available for public inspection. In addition the University must satisfy itself that individuals who hold, or who are applying for, a trustee position are not disqualified from holding that position. The University does make use of official registers which record the names of people who are disqualified from acting as charity trustees. A disqualification declaration for completion will be issued to those applying for a position on the Board of Governors.

**TERMS OF APPOINTMENT**

**Appointment to the Board of Governors**

- 3 Following the call for nominations and election the names of the two academic staff are recommended to a meeting of the Board of Governors for approval. As approved by the Board at its meeting in July 2010 the appointment is for four years from 1 August and ending on 31 July subject to a review after the first two years with the Chair of the Board of Governors. Following the completion of the period of office on the Board of Governors the members of academic staff may stand again for election but may not serve for longer than eight years in total, ie a maximum of two consecutive periods of office of four years. A second term of office is on the basis of re-election. The Clerk to the Board of Governors will inform the individual of this prior to a call for nominations.

**Nominations Committee of the Board of Governors**

- 4 In addition to membership of the Board the two academic staff will be invited by the Clerk to the Board of Governors to choose between themselves which one of them will become a member of the Nominations Committee. An appointment to the Committee will then be recommended to the Board for approval. The period of office on the Nominations Committee is initially for two years from 1 August and ending on 31 July. The Nominations Committee, which usually meets three times a year at City Campus, is a standing committee of the Board of Governors and performs, on behalf of the Board, the following duties:

- making recommendations to the Board for the appointment of new Governors and the renewal of the periods of office of existing ones.
- making recommendations to the Board for appointments to its committees, including the Audit and Risk, Academic Assurance, Nominations, Finance and Employment, and Remuneration committees.
- monitoring the membership of the Board to ensure it maintains the appropriate range of skills and qualities necessary for effective corporate governance.

### **The appointment is unpaid**

- 5 The appointment is unpaid and the Board has reaffirmed its policy not to pay Governors for their services.

### **Governors may claim expenses**

- 6 The Board has agreed that Governors may claim out of pocket expenses (travel, meals, accommodation etc) both for attendance at meetings and other agreed duties necessarily incurred in the course of fulfilling all their responsibilities as members of the Board. These expenses will be reimbursed, against receipts, at the rates applying generally to staff in the University and must be claimed within three months of the date that the expenditure is incurred.

### **Commitment**

- 7 Board members need to be able to make a full contribution and commitment to the Board which normally meets six times per year between 4.00pm and 7.00pm in the University. Members of the Board will normally also be appointed as members of the Board's committees. Committee membership involves a minimum of four and a maximum of eight additional meetings, usually in the late afternoon in the University. The Board holds regular strategy days and briefing workshops in addition to its scheduled business meetings and governors are encouraged to attend training and development activities relevant to their role.

### **Involvement in the life of the University community**

- 8 Board members frequently find themselves in a position to act as ambassadors for the University and will be supported in promoting the University via their professional and social networks.
- 9 Governors are invited to participate in a number of regular and ad hoc University events. These include the annual graduation ceremonies, civic functions such as the Annual Judges Services held at Sheffield Cathedral, professorial and public lectures.

### **TRAINING AND DEVELOPMENT FOR GOVERNORS**

- 10 A Governors' development programme has been drawn up to ensure that Governors are fully informed of their legal and other responsibilities and to enhance their understanding of how the University operates. This includes both initial induction and continuing development. Governors are expected to attend an induction event which is scheduled to take place shortly after appointment to the Board.
- 11 There is a constant flow of new information of relevance to Governors and the University attempts to keep Governors up to date through briefings on key developments and signposting relevant information on the Internet. However there is an onus on members to keep themselves informed so that they can engage constructively in debate and play an active role on the Board of Governors.