
Job Description for Member

Responsible to: Chair of Members

Based at: New College Pontefract (NCLT Offices)

Voluntary role

OVERALL PURPOSE OF THE POST

- To ensure that the Trust and its schools and colleges are acting in accordance with the purpose of the Trust
- To ensure that the Trust is well led by an effective Board of Directors and to oversee the performance of the Board of Directors
- Overseeing the financial performance of the organisation and making sure its money is well spent.

MAIN DUTIES

1. Working as part of the Members you will be responsible for:
 - Appointing and removing Directors
 - Appointing and removing the Chair of the Board of Members
 - Reviewing the performance of the Board of Directors, individual Directors and its chair
 - Ensuring that the Board of Directors has introduced effective systems for measuring the performance of the Trust as a whole and the schools and colleges within it, in addition to individual Directors and advisors
 - Approving and amending the terms of reference of the Board of Directors
 - Approving and amending the Trust's memorandum and articles of association
 - Appointing and removal of internal and external auditors following recommendation from the Audit Committee
 - Taking legal or financial decisions relating to the activities of the Trust, as set out in the Academy Trust Handbook.
2. Adhere to the 'Nolan Principles of Public Life'.
3. Attend meetings; reading papers and preparing questions for the executive leadership in advance.
4. Getting to know the Trust and occasionally visiting academies during school/college hours.

5. Undertaking on-line training as relevant for safeguarding, prevent, data protection and equality and diversity.

All staff and volunteers have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they undertake the appropriate level of safeguarding training identified by the Trust as relevant to their role.

Duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All advisors are expected to support the achievement of the Trust/academy's mission and strategic objectives and to demonstrate its values through their behaviour.



Person Specification for Non-Executive Director

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience		<ul style="list-style-type: none"> • Previous experience of governance • Previous experience of chairing meetings
Education and Training	<ul style="list-style-type: none"> • Good literacy skills • Numeracy skills and the ability to interpret data 	
Special Skills and Knowledge	<ul style="list-style-type: none"> • Ability to question and analyse • Ability to ask difficult questions • Ability to think strategically and contribute to the development of the Trust 	<ul style="list-style-type: none"> • A Legal, HR or Financial background and/or • Experience of working in an educational setting and/or • Experience of working in a commercial setting • Knowledge and understanding of the 'Nolan Principles of Public Life'.
Personal Skills and Qualities	<ul style="list-style-type: none"> • Commitment to the role • Honesty and integrity • Inquisitiveness • Good interpersonal skills • Enthusiasm • Ability to work as part of a team • Listen, learn and reflect from a range of viewpoints. 	
Additional Factors	<ul style="list-style-type: none"> • Time to commit to the role 	