Responsibilities

1. Assist and support the Chairman in providing leadership to the University, through the governance arrangements, and also act as a ‘sounding board’ and confidante to the Chairman in the execution of his/her role.

2. In the Chairman’s absence, to chair meetings of the Board of Governors and to deputise for the Chairman in any other ways as appropriate.

3. To Chair Remuneration Committee.

4. To be a Member of Nominations Committee.

5. To be a Member of the Chairmen’s Group.

6. The Deputy Chairman will have no other membership/Chairman requirements at other Committees.

7. To assist and support the Chairman in ensuring all Members of the Board, when taking up office, are fully briefed on the terms of their appointment and their duties and responsibilities.

8. To be available to colleague Governors for advice and support in any instances where they would prefer not to consult with the Chairman directly.

9. To deputise in conducting the performance review of Governors, as prescribed by the policy on performance review of Governors.

10. To support and encourage the Board and the Vice Chancellor & Chief Executive in carrying out the vision, mission, values and aims and ambitions of the Institution.

11. To make a contribution to the Committee of University Chairs (CUC) appropriate to LJMU’s interests and, in this and other wider roles, to enhance generally the University’s standing within the sector, and its public standing and image overall. Thereby, to contribute critically and substantially to the University’s general profile and perceived market/sector standing and reputation.

12. To undertake ceremonial activities as Deputy Pro Chancellor at LJMU and colleague universities as appropriate, for example, degree ceremonies.
Guidelines on the desirable qualities of a Deputy Chairman

1. To command the respect of the Board Members and the University Community through personal record, reputation and achievements.

2. To understand the University’s wider strategy and thereby ensure that operational matters which are consistent with the strategy do not take up time at Board meetings when deputising for the Chairman.

3. To be the guardian of the Board’s objectivity when deputising for the Chairman.

4. To ensure the full participation of the Board in debate and decision-making.

5. To sound out the Board on contentious matters. To foster consensus and be supportive of Members’ views in contentious debate.

6. To ensure the good conduct of meetings and assist the general quality of debate.

7. When deputising for the Chairman, to introduce items without expressing the Chairman/Deputy Chairman’s view, but allow and participate in free debate. Sum up accurately on the basis of all views expressed (including those of the Chairman/Deputy Chairman), taking the lead as necessary towards an effective outcome.

8. To be well prepared for all meetings.

9. To be able to recognise different qualities and expertise amongst colleagues and to synthesise the optimum decision from the various experts at a meeting.

10. To be able to grasp issues and understand a broad sweep of information, sufficient to demonstrate understanding and awareness of matters in all Board debates.

11. To pursue a non-adversarial approach to colleague Governors and Executive Management in order to promote the maximum potential contribution from all participants.

12. To maintain an aura of serious integrity and professionalism.