



Abertay  
University

# **The Role of the Vice-Chair of Court**

## **1. General**

- a) The Vice-Chair is appointed by Court under the terms of section 10 (1) of the Abertay University (Scotland) Order of Council 2019. Nominations will be sought from all Court members, though only lay members are eligible to be appointed. Candidates should be proposed by a member and seconded by another member. If there is more than one nomination, Court members will elect by a secret ballot.
- b) The Vice-Chair presides at meetings of Court in the absence of the Chair of Court or while the position is vacant and during that time has the powers and duties of the Chair as set out in the Standing Orders of Court and in the document 'The Role of the Chair'.
- c) The Vice-Chair should endeavour to establish a constructive relationship with the Chair and a supportive but challenging working relationship with the Principal & Vice Chancellor, recognising the proper separation between governance and executive management, and avoiding involvement in the day-to-day executive management of the University.
- d) The Committees of Court on which the Vice-Chair sits are available from the Secretary to Court.
- e) The Vice-Chair may be asked to play a role in liaising between key stakeholders and the University, or in fund-raising. This role in particular should be exercised in a carefully co-ordinated fashion with other senior officers and staff of the University.

## **2. Personal attributes**

- a) The Vice-Chair will have a strong personal commitment to higher education and the values, aims and objectives of the University.
- b) The Vice-Chair will at all times act fairly and impartially in the interests of the University as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) The Vice-Chair is expected to attend all meetings of which they are Chair or a member, or give timely apologies if absence is unavoidable.

- d) The Vice-Chair will make themselves available to attend induction/training events organised by the University or other appropriate bodies such as the Advance HE.
  
- e) The office of Vice-Chair is not remunerated, but they are encouraged to reclaim all travelling and similar expenses incurred in the course of University business, *via* the Governance Team. Directors' and Officers' Liability Insurance is in place.
  
- f) The appointment as Vice-Chair of Court is for three years with the possibility of one further three-year period of office.

Approved by Court March 2013

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