

**Role Specification for the Chair of the Board**

The Chair of the Board of the National Forum for the Enhancement of Teaching and Learning in Higher Education (hereinafter referred to as the National Forum) will provide the vision and leadership for the National Forum. With excellent knowledge of the national and international policy-contexts within which the National Forum will operate, and with a strong sense of the emerging strategic priorities for Irish higher education, the Chair will ensure that the National Forum is inclusive of all Irish higher education institutions and responsive to the needs of all stakeholders.

**General responsibilities**

The Chair is responsible for ensuring that the Board is fully accountable to the Higher Education Authority (HEA) while also being responsive to the needs of the broader academic community. The Chair is responsible for leadership of the Board and ensuring its effectiveness on all aspects of its role. The Chair should display high standards of integrity and probity and set expectations regarding culture, values, and behaviours for the National Forum and for the tone of discussions at Board level.

**Specific duties**

*[Note: This list is not exhaustive, but rather indicative of the range of responsibilities of the Chair.]*

- 1. Board's Agenda<sup>1</sup>:** The Chair and the Director are responsible for the effective management of the Board's agenda and ensuring that adequate time is available for discussion of all agenda items, and strategic issues. The Chair and the Director should meet in advance of the Board meeting to agree the agenda.
- 2. Openness and Debate<sup>2</sup>:** Essential to the effective functioning of the Board is dialogue which is both constructive and challenging. The Chair should promote a culture of openness and debate by facilitating the effective contribution of key management and all Board members.
- 3. Timely Information<sup>3</sup>:** The Chair is responsible for ensuring that the Board receive accurate, timely and clear information. The Chair should ensure effective communication with all relevant stakeholders.
- 4. Board Skills:** Where a Chair is of the view that specific skills are required on the Board, he/she should work with the Board to devise upskilling/training to meet the identified need. In the case where a

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<sup>1</sup> Taken from the Department of Public Expenditure and Reform 'Code of Practice for the Governance of State Bodies' (2016) pg.18.

<sup>2</sup> Ibid pg. 18.

<sup>3</sup> Ibid pg. 18.

vacancy arises, the Chair should advise the HEA so that candidates with those skills can be identified in the nomination process.

- 5. Information Flows:** The Chair works with the Director to ensure good information flows within the Board and its committees, and between the Board and the executive.
- 6. Performance Management and Accountability:** The Chair will provide the HEA with the annual report and financial statements of the National Forum. S/he will serve as the principal signing officer for all official documentation, including applications, reports and contracts.
- 7. Personnel management and oversight:** The Chair will appoint the Executive and ensure that periodic performance reviews of the Executive Director and team are conducted. The Director convenes and oversees the work of the International Advisory Panel and the National Forum Associates.