

## **Role of the Chair of UCL Council**

### **1. Leadership**

- 1.1 The Chair is responsible for the leadership of UCL Council, and for ensuring that the necessary business of Council is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of business.
- 1.2 The Chair should ensure, through a good working relationship with the Chairs of the Committees of Council, that Committee business is carried on in a proper manner, efficiently and effectively, and that regular and satisfactory reports are presented to Council.
- 1.3 The Chair should ensure that Council acts in accordance with the instruments of governance of UCL (*ie* the Charter, Statutes and Regulations for Management) and with Council in any case of uncertainty.
- 1.4 The Chair should ensure that Council exercises collective responsibility, that is to say, that decisions are taken corporately by members acting as a body. The Chair will

2.3 Since UCL is a charity, the Chair shall be responsible for ensuring that Council exercises efficient and effective use of the resources of UCL for the furtherance of its charitable purposes, maintains its long-term financial viability, and safeguards its assets, and that proper mechanisms exist to ensure financial control and for the prevention of fraud.

### **3. Business of UCL**

3.1 The Chair is responsible for ensuring that Council exercises control over the strategic direction of UCL and that the performance of UCL is adequately assessed against the objectives which Council has approved.

3.2 The Chair should at all times act in accordance with established protocols for the use of

## **Role of the Secretary to UCL Council**

### **1. Appointment and reporting**

#### 1.1

instruments of governance (*ie* the Charter, Statutes and Regulations for Management).

#### 1.2

Irrespective of any other responsibilities the appointee may hold, in relation to his/her responsibilities as Secretary to Council the Secretary is responsible solely to Council and reports direct to the Chair of Council in relation to Council business (*ie* the preparation of agendas, papers, minutes, *etc*).

### **2. Business of Council**

#### 2.1

The Secretary is required to provide Council with authoritative guidance about its

