

Role descriptor and person specification for a co-opted member of the Finance and Resources Committee



Guildhall School is a vibrant, international community of young musicians, actors and production artists in the heart of the City of London.

Ranked as one of the top ten performing arts institutions in the world (QS World University Rankings 2019), and recently awarded top conservatoire in the [Complete University Guide Music League Table 2020](#), the School is a global leader of creative and professional practice which promotes innovation, experiment and research, with over 1,000 students in higher education, drawn from nearly 60 countries. Guildhall School is also the UK's leading provider of specialist music training at the under-18 level with nearly 2,500 students in Junior Guildhall and the Centre for Young Musicians, as well as a joint Creative Learning division with the Barbican which seeks to create inspiring arts experiences for all.

The Guildhall School of Music & Drama is provided by the City of London Corporation as part of its contribution to the cultural life of London and the nation. The Guildhall School of Music & Drama Board of Governors and its committees sit within the [committee framework](#) of the City of London.

Finance & Resources Committee

The Finance & Resources Committee is a committee of the Board of Governors of the Guildhall School of Music & Drama. It sits alongside the Audit & Risk Management Committee, the Remuneration & Nominations Committee, the Governance & Effectiveness Committee, and the Academic Assurance Working Group.

The responsibilities of the Finance & Resources Committee are:

- To consider the management accounts providing advice to the Board, without delegated powers to act; except for those specific matters delegated to it by the Board,
- To assess the setting of the financial priorities for the School through the consideration of the proposed fees and charges, business plan and budget prior to submission to the Main Board, without delegated powers to act; except for those specific matters delegated to it by the Board,
- To monitor all capital cap and premises matters, providing advice to the Chairman and Deputy Chairman of the Board who retain their delegated powers to act in these matters,
- To review any matters that may affect the finances of the Guildhall School reporting to the Main Board.

Co-opted role descriptor

- a) Members are expected to play an appropriate part in ensuring that the business of the Finance & Resources Committee is carried on efficiently, effectively, and in a manner appropriate for the proper conduct of public business.
- b) Members are expected to make rational and constructive contributions to debate and to make their knowledge and expertise available to the Committee as opportunity arises.
- c) Members are required to accept collective responsibility for the decisions reached by the Finance & Resources Committee.
- d) Members are responsible for ensuring that the financial performance of the School is adequately assessed against the objectives which the Board of Governors has approved.
- e) The School is a department of the City of London and Members have a responsibility for ensuring that the School exercises efficient and effective use of its resources both from the City and externally for the furtherance of its educational purposes and that proper mechanisms exist to ensure financial control and for the prevention of fraud.
- f) Members have a responsibility for ensuring that the Committee acts in accordance with its terms of reference, with *The Higher Education Code of Governance* [CUC], and with the City of London's internal rules and regulations. In the event of uncertainty, a Member should seek advice from the Clerk (on City matters) or the Secretary and Dean of Students (on higher education matters).
- g) Members should endeavour to establish constructive working relationships with City of London employees (both in the School and centrally) in order to provide challenge and criticism in a supportive manner but must recognise the proper separation between governance and executive management, and avoid involvement in the day-to-day executive management of the School.
- h) Members have a responsibility for ensuring that the Finance & Resources Committee is conducted in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Members must at all times regulate their personal conduct as members of the Committee in accordance with these standards.
- i) Members must make a full and timely disclosure of personal interests to the Clerk in accordance with the procedures set out by the City of London. They must as soon as practicable disclose any interest which they have in any matter under discussion and accept the ruling of the Chair in relation to the management of that situation, in order that the integrity of the business of the Committee may be, and may be seen to be, maintained.

Person specification

The Finance & Resources Committee is looking for an individual with board level experience, preferably within a Higher Education or Arts Management context, in financial management and accounting.

Additionally, the individual should have:

- An active interest in higher education;
- An active interest in the creative arts
- A commitment to the Guildhall School as a world class, specialist higher education institution regionally, nationally and internationally;
- A commitment to the School's mission and vision;
- A commitment to promoting equality and diversity;
- A commitment to quality and enhancement;
- Strong communication skills;
- Critical listening, analytical and problem solving skills;
- The ability to work positively with others and to contribute as a member of a team;
- Time to commit to committee meetings and governor development activities.

The Guildhall School is committed to equal opportunities and welcomes applications from all sections of the community.

Practical matters

1. There are usually four committee meetings each year, one in the autumn term, one in the spring term and two in the summer term.
2. Appointment will be for a three-year term in the first instance, with a maximum of three terms. Reappointment for a second or third term will be on the recommendation of the Remuneration & Nominations Committee to the Board of Governors, who in arriving at a recommendation will consider the member's attendance and engagement at the committee.
3. Board and committee meetings are currently in the morning or early afternoon and last two hours.
4. Members are expected to attend all meetings of the committee or give timely apologies to the Clerk if absence is unavoidable.
5. Members of the Committee are not remunerated, but members may reclaim travelling and similar expenses incurred in attending meetings/events. Full details are available from the Clerk.
6. Members will be encouraged to engage in regular appraisal/review of the performance of the committee as established by the Board of Governors for the purpose.

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