



Statement of Primary Responsibilities for Nazarene Theological College (NTC)

This Statement is based on the Model Statement contained in the Higher Education Code of Governance published by the Committee of University Chairs, adapted to reflect the powers and responsibilities that the Board of Governors derives from the College Constitution and Bylaws. Accordingly, this Statement should be read alongside the Constitution and Bylaws relating to the Board of Governors of Nazarene Theological College.

The primary responsibilities of Board of Governors are as follows;

1. In furtherance of the Objects of the College, and in consultation with the Senior Leaders and Academic Board, approve and keep under regular review the mission and strategic direction of the College. As a consequence, to review and approve short, medium and long-term strategic objectives and key performance indicators, ensuring that these meet the interests of stakeholders.
2. Delegate authority to the Principal and Vice Principal (Academic) in the manner provided for in the Constitution of The College, and establish and keep under regular review the procedures and limits within which such management functions will be carried out by and under the authority of the Principal and Vice Principal (Academic).
3. Establish a process to monitor and evaluate the performance and effectiveness of the College in achieving strategic objectives.
4. Ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk assessment, and procedures for handling internal grievances and managing conflicts of interest.
5. Establish processes to monitor and evaluate the performance and effectiveness of the governing body itself.
6. Conduct its business in accordance with current best practice in other sectors, including public sector, and higher education corporate governance and with the principles of public life drawn up by the Committee of Standards in Public Life, and appoint and constitute such committees in furtherance thereof as it may from time to time deem to be appropriate.
7. Safeguard the good name and values of the College, and to be responsible for the ethical governance of the College.
8. Appoint the following (i) and ii) in consultation with Faculty; and in harmony with the Constitution and ByLaws
 - i) the Principal and Vice Principal;
 - ii) other senior leaders as agreed
9. Establish suitable arrangements for monitoring the performance of the Principal and putting in place assurance the all senior leaders are adequately monitored in relation to their performance.
10. Appoint, in consultation with the Principal and other senior leaders, a Vice Principal (Operations) who shall be responsible to the Principal for the provision of administrative and support services required for the effective and efficient conduct of the College.
11. To be the employing authority for all staff of the College.
12. Appoint persons to represent the College in pursuance of any powers conferred on the College otherwise than under the Constitution.

13. To be the principal financial and business authority of the College, to ensure that proper books of account are kept for the College and any subsidiary undertakings, to approve the annual budget and financial statements, and to have overall responsibility for the College's assets, property and estate.
14. Ensure the annual financial statements are prepared in accordance with the proper books of account and reflect current best practice in other sectors, including public sector, and higher education corporate governance, together with an Annual Report on the work of the College.
15. To be the College's legal authority and, as such, to ensure that systems are in place for meeting all the College's legal obligations, including those arising from contracts and other legal commitments made in the College's name.
16. To be responsible for the effective planning, ongoing control, monitoring and review of the College's health and safety management procedures.
17. Make such provision as it may from time to time see fit for the residence of the students and, in consultation with the Senior leaders, for their general welfare.
18. As required, appoint appeal bodies for hearing appeals by students as provided for in the student handbook. And, as required appoint appeal bodies for hearing appeals by employees as provided for in the employee handbook.
19. Act as trustee of any property, legacy, endowment, bequest or gift for purposes of research, scholarship, learning or teaching, whether in the College or elsewhere, or otherwise in furtherance of the work and welfare of the College.
20. At such times as it may see fit, to require the Senior leaders to provide evidence that the principles of academic governance are being properly upheld and exercised.
21. Consider and report on any opinion on any matter relating to the work of the College, including proposals of the Board for the amendment of the Constitution, that may have been received from either the assemblies or the faculty, on reference from the Board or otherwise.
22. On the recommendation of the faculty, support the awarding of degrees honoris causa and support revoking degrees or other academic distinctions.
23. Ensure that the institution's constitution is followed at all times and that appropriate advice is available to enable this to happen.

| Document control box | |
|-----------------------------|--|
| Policy title: | Statement of Primary Responsibilities for Nazarene Theological College (NTC) |
| Policy Date approved: | 30 November 2019 |
| Approving body: | Governors |
| Version: | 2.1 |
| Supersedes: | 2.0 |
| Next review date: | November 2020 September 2023 October 2025 October 2028 |
| Related policies: | Board Assurance Framework, Vision Documents, NTC Constitution |
| Lead contact: | Governor: Chair of the Board NTC team: Principal |