



# **2021 Elections to Vice President and the Council of the Chartered College of Teaching**

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## **Responsibilities of the Council**



## What are the responsibilities of the Council?

### Purpose

Bye laws 14-24 of the Chartered College of Teaching articulate the remit and constitution of the Council. Essentially, the Council of the Chartered College of Teaching is responsible for the overall governance and strategic direction of the organisation. The Council:

- ensures that the Chartered College of Teaching complies with its Charter and Bye laws, charity law and any other relevant legislation or regulations
- ensures that the Chartered College of Teaching pursues its objects as defined in the Charter and Bye laws
- ensures that the Chartered College of Teaching applies its resources exclusively in pursuance of its objects
- ensures that the Chartered College of Teaching is financially stable
- safeguards the reputation and values of the Chartered College of Teaching
- has clear strategic direction, goals and targets, and evaluates performance against agreed targets.

Council members are expected to advocate for the College, represent the College with external stakeholders, and uphold its reputation.

The Council achieves its objectives through its own actions and through the delegation of appropriate actions to established committees of the Council. Council members may be asked to join one or more of the committees. The current committees are:

- Membership Committee
- Education, Research and Journal Committee
- Finance and Risk Committee
- Constitutional Committee
- Remuneration Committee
- Ethics Committee.

There is also a Equality, Diversity and Inclusion Group and the Chartered College of Teaching is in the process of establishing a Nominations Committee.

The Chartered College of Teaching is a membership organisation and the Council is accountable to the membership of the College. All strategic, business and financial conduct is undertaken in the interests of the membership and the teaching profession.

### Financial responsibilities

The Council is responsible for the following:

#### Financial planning

- Agreeing the annual budget
- Regularly monitoring performance against budget
- Ensuring that the organisation's resources are only used to further the charity's objects
- Monitoring cashflow
- Ensuring a long-term financial strategy is in place.

### Financial controls

Ensuring that there are proper controls in place to ensure money can be accounted for and not misused.

### Financial reporting

- Ensuring that good financial information is provided to the Council
- Ensuring that annual external accounts are prepared and submitted to the Charity Commission within 10 months of the end of the financial year
- Ensuring that the accounts are independently examined and fully audited.

### **Role of Council and Executive Leadership Team**

The Council and Executive Leadership Team (ELT) have different accountabilities and responsibilities. The ELT, which is made up of the Chief Executive, Chief Operating Officer, Director of Education and Research, Director of Membership and Director of Finance, are responsible for leading and overseeing business activities to achieve organisational goals, strategic planning development and overall decision making. The ELT are employees of the Chartered College of Teaching. The Council is responsible for guarding its vision and mission, guiding and approving the charity's strategic goals and objectives, and ensuring that the charitable objectives are being fulfilled.

### **Working methods**

Council members are expected to attend an induction session prior to the first Council meeting and attend three or four Council meetings per year (usually up to three Saturday Council meetings and one mid-week twilight meeting), which are held either virtually or at the Chartered College of Teaching office in London. Council meetings last for three hours. Council members are also expected to attend the Annual General Meeting, which takes place on a Saturday between October and December. Council members may claim travel expenses within the United Kingdom for attending Council meetings in person.

A forward plan of Council and committee meetings is established by the Clerk to enable Council members to plan ahead. Agendas and papers for Council and committee meetings are sent by the Clerk seven days prior to the meeting.

### **Non-attendance at Council meetings**

If a Council member is unable to attend a Council meeting, the following policy is in place:

- Apologies should be sent to both the Clerk and the President.
- If a Council member misses two Council meetings in a 12-month period, the Clerk flags this to one of the Internal Vice Presidents. The Internal Vice Presidents then discusses attendance with the Council member.
- If a Council member misses three Council meetings in a 12-month period, the Clerk flags this to the President and the President will usually ask the individual to step down from the Council.
- The Chartered College of Teaching publishes individual attendance at Council meetings in the annual report.