



Honorary Offices Policy

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Honorary Offices Policy

Introduction

1. This policy sets out the role of the College's honorary office holders in accordance with its articles of association, in particular article 23A which states:

'The governors may, subject to the approval of the Council, appoint one or more honorary office holders for such term, on such conditions and with such ceremonial or ambassadorial responsibilities and as they may think fit; and any honorary officer holder so appointed may be removed by them. But no such honorary office holder shall be a governor or a member of the Charity in such capacity.'

2. In the event of any conflict between the College's articles of association and this policy, the articles will prevail.

Purpose

3. This policy is intended to provide information about the College's honorary offices, including the title, duties, term of office, method of appointment and remuneration of any honorary office holders.

Responsibility for the policy

4. This policy may be amended by the Board of Governors at any time.

Scope

5. This policy covers any and all of the College's honorary office holders.

Chancellor

6. The College may appoint an appropriate person to act as Chancellor in accordance with article 23A and this policy.
7. The Chancellor will have an important ceremonial and ambassadorial role as a senior representative of the College, including:
 - a. Presiding and presenting awards at degree ceremonies of the College.
 - b. Acting as an advocate for the College, helping to raise the College's profile and to advance its interests nationally and internationally.
 - c. Attending or hosting high-profile events arranged by the College from time to time with key external stakeholders, including those relating to fundraising.
 - d. Identifying high-profile individuals that might be invited to engage with the College and its work.

- e. Being a 'critical friend' to the College.
 - f. Fundraising for the College.
8. The Chancellor will wear the appropriate robes of the College at degree ceremonies and such other events as is deemed appropriate.
9. It is expected that the Chancellor will at all times:
- a. Comply with all applicable laws of the United Kingdom.
 - b. Act in the best interests of the College.
 - c. Act with reasonable care, skill and diligence and in good faith.
 - d. Protect the College's resources and assets, including its name and reputation.
 - e. Avoid situations where he or she has a conflict of interests between his or her duties to the College and any duties he or she may owe to a third party.
 - f. Not receive any material benefit from any third party conferred by reason of his or her role or from doing (or not doing) anything in his or her role.
 - g. Notify the College promptly in writing if he or she becomes aware of any direct or indirect interest in any transaction or arrangement with the College or its subsidiary companies.
10. In the course of performing his or her duties, the Chancellor may be given or have access to personal data or confidential information about the College or its Council members, Governors, staff, students, alumni or other stakeholders. It is expected that the Chancellor will comply with the College's data protection policy and therefore safeguard this data or information, will not use it for any other purpose than the business of the College and will not disclose it to any third party during his or her term of office or at any time afterwards.
11. It is expected that the Chancellor will also comply (as applicable) with the College's policies and procedures when performing his or her duties, including the College's Code of Conduct, Health and Safety Policy, Data Protection Policy, and Equality, Diversity and Inclusion Policy.
12. The Chancellor shall be appointed by a decision of the Council, for a term of up to [five] years; and, if willing, he or she may be re-appointed for a second term of up to [five] years.
13. The Governors may decide to remove the Chancellor from office at any time by giving him or her written notice if they consider that the Chancellor is not performing his or her duties as expected or for any other reason.
14. Likewise, the Chancellor may resign from office at any time for any reason by giving written notice to the College. But it is expected that the Chancellor would give as much notice as possible.
15. The Chancellor shall not be entitled to any salary or other remuneration for the time spent performing his or her duties as Chancellor. But he or she shall be entitled to be reimbursed for any reasonable out-of-pocket expenses properly

incurred in the performance performing his or her duties [subject to and in accordance with the College's expenses policy].

16. The Chancellor will not be a Governor or a Council member in such capacity and therefore shall not have any right to receive notice of, or to attend, speak or vote at, any Board meeting or any Council meeting.

Pro Chancellors

17. The College may appoint up to two appropriate persons to act as Pro Chancellors in accordance with article 23A and this policy.
18. Except as provided below, paragraphs 7 to 16 above shall also apply to Pro Chancellors (with any references to the Chancellor being replaced with any Pro Chancellor, as applicable).
19. A Pro Chancellor will have an important ceremonial and ambassadorial role as a senior representative of the College, including:
 - a. Supporting/deputising for the Chancellor.
 - b. Undertaking any of the duties detailed in paragraph 7.
20. At any time during their appointment or re-appointment, the Governors may assign and alter the assignment of the responsibilities referred to in paragraph 7 above as between the two Pro Chancellors, as the Governors and the Pro Chancellors may agree.