

Role of the Registrar and Secretary and Clerk to the Board of Governors

1. The Registrar and Secretary and Clerk has two roles:-
 - a) that of Clerk to the Board of Governors and to its sub-committees and to all University bodies and committees
 - b) as an executive member of the University's senior management team

2. Whilst the Registrar and Secretary and Clerk has a reporting line to the Vice Chancellor as Chief Executive and Accounting Officer and is answerable to the Vice Chancellor for his or her administrative and managerial responsibilities, it must be understood that s/he also has responsibilities to the Board of Governors and its Chair. The Board will expect the Registrar and Secretary and Clerk or, through him or her, other officers of the University, to advise the Board on relevant issues arising in the use of public funds, accountability and legal matters, including exceptional cases where the propriety of the actions of a University officer may be in question.