



Search Committee **Objectives and Terms of Reference**

Committee Objectives

- 1 To advise the Board of Governors on the appointment of members (other than as a staff or student member).
- 2 To advise the Board of Governors on such others matters relating to membership and appointments as the Board may remit to the Committee.
- 3 To advise the Board of Governors on its structure/membership, together with that of its committees.
- 4 To ensure that appointments to the Board are made on the basis of merit, subject to the need to maintain a balance of relevant skills and backgrounds.
- 5 In liaison with the Corporation Secretary, to advise the Board of Governors with regard to matters of governance practice and to consider and approve governance related policies and procedures.

Terms of Reference

The Committee shall:-

- 1 be responsible for recommending candidates for the approval of the Board of Governors for all vacancies on the Board of Governors (excluding staff and student members)
- 2 submit its advice to the Board of Governors for the Board's consideration on governor appointments (excluding staff and student members) before the appointment is made
- 3 be responsible for determining the process by which nominations for staff and student members are sought and elections undertaken
- 4 from time to time consider and make recommendations to the Board of Governors on the Board's composition and balance, and on the procedures for appointment to the Board of Governors.
- 5 advise the Board of Governors on its committee structure and membership, and, where appropriate recommend candidates for the approval of the Board of Governors as External Co-Opted Members of the Board of Governors' committees

- 6 maintain an overview of the skills and expertise of Board members and undertake a skills and knowledge audit at least every two years
- 7 develop and recommend to the Board of Governors policies and procedures for the training, induction and governance development of members of the Board
- 8 receive an annual report from the Corporation Secretary on the training undertaken by members of the Board
- 9 receive an annual report from the Corporation Secretary detailing members attendance at formal meetings and take appropriate action
- 10 in liaison with the Corporation Secretary, consider issues relating to governance practice and approve related policies and procedures
- 11 undertake an annual evaluation of the performance of the Board and report the outcome to the Board for consideration and action
- 12 monitor progress in implementing the action plan contained within the Governance Self-Assessment Report
- 13 comply with the procedures the Board of Governors has made relating to the conduct of the Committee
- 14 evaluate the contribution made by existing individual Governors before proposing their re-appointment, especially after two terms of office
- 15 ensure the public availability, during normal office hours, of the Search Committee's terms of reference, together with the Committee's advice to the Board of Governors, other than any advice which the Board of Governors is satisfied should be dealt with on a confidential basis
- 16 comply with any rules the Board of Governors may determine in relation to the Committee's operation and ensure that these rules are made publicly available, during normal office hours
- 17 ensure that the documentation/information referred to in 15 and 16 above is published on the College's website
- 18 undertaken an annual review of the Committee's own performance and its terms of reference.