

# **Terms of Reference, Membership and Delegated Authority Search Committee**

## **Duties**

1. To advise the Corporation on the appointment or re-appointment of members of the Corporation (other than the Principal, staff members and student members);
2. To determine selection criteria and procedure to ensure that candidates of appropriate merit are attracted and that due consideration is given to achieving a balance of skills, interests, gender, ethnicity, age and experience amongst the membership;
3. To be responsible for determining the process for, and for nominating candidates for positions on the Corporation;
4. To make recommendations on the induction and training of members of the Corporation and the Head of Governance; and
5. To consider and report to the Corporation on matters affecting the determination of the Corporation and the membership of its committees.

## **Meetings**

The committee shall meet as required with at least one meeting per annum.

## **Board Assurance & Risk**

To provide a termly opinion to the Audit Committee on any risk areas and assurance levels allocated to the committee.

## **Authority**

The Search Committee makes recommendations to the Corporation, which alone has the power to approve the appointment of a new Governor.

## **Proposed Membership**

The Committee to consist of up to 5 nominated members to include the Chair of the Corporation, Group Principal / CEO and up to 3 other Corporation members.

In addition the Committee may invite other persons to attend meetings in order to provide advice and evidence to assist the process of search and or to verify that the process is independent and free from any form of patronage. In addition where necessary to enable the appointment process to take place either Vice Chair of the Corporation may be called upon to serve on an appointment panel.

## **External Advice**

The Committee may seek the services of such external advisers as they consider necessary to fulfil their responsibilities.

## **Chair**

The Committee members shall annually elect a Chair and Vice-chair at the first meeting of the academic year.

## **Procedural Rules**

The procedural rules will be those which govern the proceedings of the Corporation.

**Quorum**

A quorum of the Committee shall be three members.

**Clerk**

The Head of Governance shall act as Clerk to the Committee.

**Reporting Responsibilities**

The Chair of the Committee shall report formally to the Corporation on the proceedings of the Committee after each meeting on all matters within its duties and responsibilities.

The Committee shall provide an opinion to the Audit Committee on any risk areas and assurance levels allocated to the committee.

Revised March 2018  
Next review March 2019