

CORPORATION MEMBERS' APPOINTMENT PROCEDURE

In the event of a vacancy occurring for a Member of the Corporation, the vacancy will be filled in accordance with the Instrument and Articles of Government by reference to the following. In all cases, a person specification and job role will be prepared by the Search Committee prior to seeking to fill vacant posts.

1. In appointing Corporation Members, it is the wish of the Corporation that the appointments procedure be open and for nominations to be submitted from a broad base within the community. The Search Committee will ensure that, from time to time and as appropriate, advertisements are placed in the local press and College Newsletter calling for nominations. Local businesses and organisations will be contacted and nominations invited. When considering the extent of a recruitment campaign, due regard will be paid to the information on file, the resource implications, and the composition of the Governing Body.
2. Interested parties will be invited to submit a CV and visit the College to meet with the Principal and Clerk to the Corporation with the purpose of learning more about Stratford-upon-Avon College and the role of a Corporation Member.
3. The CVs of prospective members still interested in joining the Corporation will be considered by the Search Committee and invited to a meeting of the Committee which will discuss individually with the parties the contribution they could make to the Corporation. The Search Committee will then formulate a recommendation to the Corporation on the appointment of replacement Corporation Members.
4. When arriving at the recommendation, the Search Committee will have regard to the skills and experience of the interested parties, together with those of existing members of the Corporation, and try to strike a balance which ensures that both the curriculum and business needs of the College are met in accordance with the Committee Terms of Reference. It is recognised that not all areas of the curriculum or business skills will be represented at any one time.
5. When a member of the Corporation wishes to serve for a further term of office, the Search Committee will consider the contribution made by that member during his/her period of office, together with the requirements set out in 4 above. Members seeking re-appointment will, as a minimum, meet with the Chair of the Search Committee or nominated Governor.

STAFF MEMBERS

1. In the event of a vacancy arising for a Staff Member, the Clerk to the Corporation will publish the vacancy and invite nominations from staff for the relevant vacancy.
2. The Clerk to the Corporation will discuss with those nominated the role of Corporation Member and its responsibilities.
3. In the event of there being more than one nomination, the Clerk to the Corporation will organise an election.
4. The CVs of Staff Members will be put to the Corporation for formal appointment. In normal circumstances, it would be expected that the members of staff nominated will be invited to join the Corporation.

STUDENT MEMBERS

1. The Clerk to the Corporation will seek nominations from the student body to fill the place on the Corporation and, if necessary, organise an election amongst the student body.
1. The CV of the Student Members will be put to the Corporation for formal appointment. In normal circumstances, it would be expected that the student nominated will be invited to join the Corporation.

LETTER OF APPOINTMENT

The Clerk to the Corporation will extend a formal invitation to new members as approved by the Corporation.