

SEARCH COMMITTEE TERMS OF REFERENCE

1. The Committee will be responsible for advising on the appointment of members of the Corporation in accordance with the Appointments Procedure and such other matters relating to membership or appointments as the Corporation may remit to the Committee, for gathering, screening and short-listing nominations in respect of vacancies on the Corporation and for determining the process whereby candidates are nominated.
2. The Committee will from time to time consider and make recommendations to the Corporation on the composition and balance of the Corporation and its Committees.
3. The Committee shall be given delegated authority to consider and put in place appropriate documents in the pursuance of good governance and governor training, eg Code of Conduct, Standing Orders, Performance Indicators, etc

MODUS OPERANDI OF SEARCH PROCESS

1. The Committee will develop and maintain a database of appropriate persons interested in making a voluntary contribution to the work of the Corporation, including those interested in Corporation Membership.
2. At least once each year the Committee will normally place an open advertisement in the regional/local media for persons wishing their name to be added to the database.
3. The Committee will regularly initiate searches for additions to the database through consultation with interest bodies including local community/employer representatives and local authorities.
4. When a vacancy occurs or is anticipated the Committee will research suitable candidates drawn from the database through the process of interview and confidential references.
5. The Committee will put forward to the Corporation recommendations for filling each vacancy.
6. The Corporation shall not appoint any member of the Corporation (other than the Principal, Staff and Student Members) unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the Instrument and Articles of Government.

MEMBERSHIP

1. The Committee shall comprise:
 - a) the Chair of the Search Committee to be nominated by the Corporation;
 - b) the Chair of the Corporation (ex-officio);
 - c) the Principal (ex-officio);
 - d) one Student Governor;
 - e) up to two other Members to be nominated by the Corporation;
 - f) one Independent Member may be nominated by the Corporation.
2. Except for the ex-officio members, a person shall be ineligible for appointment as a Committee Member if s/he has served for more than three years on the Committee.

3. The Committee may invite other persons to attend meetings in order to:
 - a) provide advice and evidence to assist the process of search;
 - b) verify that the selection process is independent and free from any form of patronage.

QUORUM

The quorum for meetings of the Committee shall be three.

COMMITTEE CHAIR

The Chair of the Search Committee will be nominated by the Corporation. If the Chair of the Search Committee is unable to attend the meeting, members may elect a Chair for the meeting and this will be drawn to the attention of the Corporation when the minutes are presented.

CLERKING ARRANGEMENTS

The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Committee. Normally this will be the Clerk to the Corporation.

FREQUENCY OF MEETINGS

The Search Committee to meet at least three times per year in advance of the termly meeting of the Corporation and at such other time or place as may be determined by the Chair.

STANDING ORDERS

The Corporation Standing Orders will apply to the running of the Committee as appropriate.