



SEARCH COMMITTEE

Terms of Reference

Reporting to **The Committee will submit their recommendations to the Corporation for approval and implementation**

Membership **Chairman of the Corporation
Vice-Chairman of the Corporation
Principal**

Quorum of 2

The Quorum for the Committee will be two providing that the Chairman or Vice-Chairman of the Corporation are in attendance

Attendance Policy

Members should make every effort to attend Committee meetings. Should a member fail to attend three consecutive meetings without the approval of the Committee, the Committee may request the Corporation to withdraw membership of the Committee from the individual concerned.

Authority

The Corporation shall not appoint or re-appoint any member of the corporation (other than the principal) unless it has first considered the advice of the Search Committee.

Frequency of meetings

The committee shall meet as required in order to maintain a balance of membership in accordance with statutory requirements, subject to a minimum number of 1 meeting per academic year.

Terms of Reference

1. Advise the Corporation on the appointment of members of the Corporation other than the Principal/Chief Executive (who shall be eligible to serve on the Corporation as a result of the post) and such other matters on membership and appointments as the Corporation shall remit to the Committee, having regard at all times to the provisions of the Instrument of Government.
2. Be responsible for the recruitment, screening and nomination process of candidates.
3. Initiate searches for potential candidates through consultation with local authorities, local community bodies and employers.
4. Consider and advise the Corporation on the composition and balance of the Corporation and its Committees.

5. To ensure that regular skills audits are undertaken to identify areas of relevant experience, expertise and interest when re-appointing existing members, and to identify any skills gaps when appointing new members. (The Clerk to the Corporation will be responsible for collating this information).
6. To ensure that an annual assessment of training needs is carried out for all members, and to ensure methods are in place to monitor members' attendance at, and the effectiveness of in-house and external training events. (The Clerk to the Corporation will be responsible for monitoring attendance and implementing procedures for feedback regarding training).

<i>Report Author</i>	Tracy Reeve, Clerk to Corporation, BCA
<i>Date</i>	December 2017
<i>Filename</i>	SEARCHTOR17
<i>For review</i>	December 2019