

TRAFFORD COLLEGE

Appointment Process for Members of the Board of the Corporation 2013/14

Purpose

To identify a process for the appointment of members of the Board of the Corporation.

Scope

All appointments to the Board of the Corporation.

Process

A) Member Appointments Other than Staff and Student Appointments

- 1 Upon receipt of a resignation or upon the end of a period of office for a member of the Governing Body, the Clerk to the Corporation will be responsible for implementing the appointment process.
- 2 If appropriate all vacancies that arise will be advertised through the local media in the appropriate manner. There may be occasions when the Search Committee considers that the quality of the Register of persons who are interested in Board membership does not justify the expense of incurring recruitment expenditure. If this is the case then applications from the register will be considered before formal advertising takes place provided that due regard is taken of diversity and skills requirements. Persons will remain on the register for a maximum of 2 years following their request to be placed on the register.
- 3 All interested applicants will be furnished with an information pack which includes a Role Description for Members of the Board of the Corporation, Person Specification for Member of the Board of the Corporation, Equal Opportunities Monitoring Self-Classification Form, Schedule of Board & Committee Meetings, Terms of Reference for Committees of the Board and other relevant College publications. Each applicant will also be offered the opportunity for an informal discussion prior to making an application with the Clerk to the Corporation.
- 4 A closing date for applications will be set by the Clerk to the Corporation.
- 5 Upon receipt of formal applications, the Clerk to the Corporation will draw up a resume of applications which will be presented to the Search Committee for its consideration. The Clerk to the Corporation will also furnish the Committee with the following additional current membership information: skills audit and Board composition. The application forms of all persons will also be made available to Search Committee members.
- 6 The Search Committee will, from the information provided, draw up a shortlist of candidates who will be formally interviewed by the Chairperson of the Search Committee, the Principal and one other member of the Committee. In drawing up a shortlist the Committee will take into account the outcomes of the short listing procedure. The interview panel will, having conducted the interviews, make an appropriate recommendation to the Board of the Corporation.

- 7 The Board of the Corporation will consider the recommendation from the interviewing panel and is the body that has the authority to make appointments to the Governing Body.
- 8 Once the Board of the Corporation has made determinations concerning the appointment of new members, it is the Clerk to the Corporation's responsibility to ensure that each new member is given a letter of appointment (which is acknowledged in writing), undertakes appropriate induction and is equipped through training and other processes to fulfil the duties and responsibilities of a member of the Governing Body.
- 9 The Clerk to the Corporation will maintain a register of persons who are interested in being considered for Board membership and will be responsible for reviewing the register at least annually. The Register will comprise all persons who are interested in being considered for Board membership and the Search Committee may consider applicants from the register without entering into the formal recruitment process.
- 10 Upon receipt of letters of interest, the Clerk to the Corporation will acknowledge all letters and enter the person on a register in order that they may be informed when a vacancy arises.
- 11 The Principal and or a member of the Governing Body may, as appropriate, directly approach individuals who meet the Governors' skills requirement, with a view to informing them of vacancies as and when they arise.

B) Staff Member

- 1 The Staff member will be appointed following a nomination and election process agreed by the Corporation and implemented by the Clerk to the Corporation.
- 2 Wherever possible, the personal details of the elected staff member will be presented to the Search Committee before recommendation to the Board of the Corporation.

C) Student Members

- 1 Student Members will be appointed following a recruitment process established by the Search Committee approved by the Corporation and implemented by the Clerk to the Corporation.
- 2 Wherever possible, the personal details of all student members will be considered by the Search Committee before recommendation to the Board of the Corporation.