

TRAFFORD COLLEGE

Search Committee

Terms of Reference and Standing Orders

1 Introduction

- 1.1 The Terms of Reference and Standing Orders of the Search Committee may be varied at any time by the Corporation.
- 1.2 The Terms of Reference and Standing Orders of the Search Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (eg spouse/partner or child) has a personal interest (be it financial or otherwise) in a matter before the Committee.

2 Terms of Reference

- 2.1 The Committee shall be responsible for nominating candidates for the approval of the Corporation to fill vacancies on the Corporation and for determining the process whereby candidates are nominated having regard to the provisions of the Instrument of Government and the policy of the Corporation.
- 2.2 The Committee will seek candidates from as wide a field as possible by making appropriate use of advertising, consultation with interested bodies and maintaining a database of interested and appropriate people.
- 2.3 The Committee will scrutinise the past performance of governors before nominating their re-appointment. In particular, when a person has already served two terms, the Committee will advise the Corporation whether a further re-appointment is in the Corporation's best interest.
- 2.4 The Committee will operate within the recruitment and selection process approved by the Corporation.

3 Membership

- 3.1 The Committee will comprise of six persons:-
 - the Chairperson of the Corporation;
 - the Principal;
 - one member of the Corporation;
 - three persons who have been co-opted by the Corporation to represent the interests of the community and who are not members of the Corporation.
- 3.2 The persons co-opted to serve on the Committee will be persons of established standing, reputation and integrity in the community which the College serves but who are independent of the College. Such members will be free from any business or other relationship with the College which might compromise the exercise of their independent judgement.
- 3.3 Staff and student members of the Corporation will not be eligible to serve as members of the Search Committee.

4 **Term of Office**

- 4.1 The term of office of members will normally be four years unless determined otherwise by the Corporation.
- 4.2 A member of the Committee may resign from membership of the Committee by giving notice in writing to the Corporation Secretary.
- 4.3 A vacancy which arises during the period of office of the Committee will be filled by the appointment of a new member by the Corporation.
- 4.4 Members retiring at the end of the period of office shall be eligible for reappointment by the Corporation subject to the provisions of paragraph 4.5 below.
- 4.5 Save for the ex-officio members a person shall not be eligible for appointment as a Committee member if he or she has served for more than eight consecutive years on the Committee.

5 **Appointment of Chairperson and Vice Chairperson**

- 5.1 The members of the Committee will appoint a Chairperson and Vice Chairperson from amongst their number. If a co-opted member is appointed as either Chairperson or Vice Chairperson, they will be required to present reports of the Committee's business to the Corporation.
- 5.2 The Chairperson and Vice Chairperson shall hold office for at least two years. Normally the period of office will commence at the first meeting of the academic year.
- 5.3 If both the Chairperson and Vice Chairperson are absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chairperson of that meeting having regard to the provisions of paragraph 5.1.
- 5.4 The Chairperson and Vice Chairperson may resign, at any time, their respective offices by notice in writing to the Clerk to the Corporation.
- 5.5 The Chairperson and Vice Chairperson retiring at the end of their respective term of office shall be eligible for reappointment.

6 **Quorum**

- 6.1 Meetings of the Committee shall be quorate if three or more members are present of whom at least two are members of the Corporation and one is a co-opted member.
- 6.3 If the number of members of the Committee assembled for a meeting does not constitute a quorum thereof, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 6.4 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chairman shall, if he thinks fit, cause a special meeting to be summoned as soon as practicable.

7 **Frequency of Meetings**

- 7.1 The Committee shall meet as many times as it considers appropriate during an academic year, but shall meet at least annually.

7.2 All meetings of the Committee will be summoned by the Corporation Secretary who shall send to the members written notice of the meeting and a copy of the agenda at least five working days in advance of the meeting.

7.3 A special meeting of the Committee may be called by the Chairperson and if necessary the arrangements detailed in paragraph 7.2 above may be varied.

8 Proceedings of Meetings

8.1 Every matter to be decided at a meeting of the Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chairperson of the meeting shall have a second or casting vote.

8.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

8.3 The proceedings of the meetings of the Committee will be recorded in the minutes prepared by the Clerk to the Committee. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Corporation.

9 Secretary to the Search Committee

9.1 The Secretary to the Committee will be the Corporation Secretary.

10 Access to Meetings

10.1 Access to meetings will be limited to members of the Committee, the Secretary to the Committee and any persons expressly invited to attend all or part of a meeting by the members.

11 Public Inspection

11.1 The Committee's terms of reference, together with the Committee's advice to the Corporation, will be made available, by the Corporation Secretary, for inspection to any members of the public during normal office hours and on the College's website.