



## **NOMINATIONS COMMITTEE TERMS OF REFERENCE**

### **1. PURPOSE**

- 1.1 To identify and recommend to the Board of Management suitable candidates for Membership.
- 1.2 To keep under review procedures for search, nomination, appointment, induction, development and evaluation of Board Members.

### **2. AUTHORITY**

- 2.1 The Committee operates under the authority of, and reports to, the Board.

### **3. ROLE & REMIT**

- 3.1 To seek candidates for membership of the Board using search and advertisement as the Committee considers appropriate.
- 3.2 To undertake shortlisting and interview of suitable candidates having due regard for the independence of external directors, equality and diversity.
- 3.3 To recommend prospective Members for Board approval.
- 3.4 To advise the Board of Management on composition and balance of its membership, having due regard for the Equality Duty and good practice within the sector.
- 3.5 To produce for Board approval in accordance with best practice an annual statement of the Board's policy on diversity including gender.
- 3.6 To consider and make recommendations to the Board on Committee membership and the appointment of co-opted Members.
- 3.7 To review and approve annually procedures for search, nomination, appointment, induction, development and evaluation of Board Members.

- 3.8 To review annually a report prepared by the Clerk monitoring tenure of Board Members and key office holders (Chair and Committee Chairs) and the skills mix of the Board to allow forward planning.

#### **4. MEMBERSHIP**

- 4.1 There shall be at least six members of the Committee, three of whom must be Non-Executive Members, along with two Staff Members and one Student Member.
- 4.2 Additional Members may be co-opted but they shall not have voting rights.
- 4.3 The Principal may not be a Member.
- 4.4 The Chair of the Board shall act as Committee Chair.
- 4.5 The Board Secretary shall be Clerk to the Committee.
- 4.6 The Equalities Officer shall attend meetings as required, to advise the Committee on matters of equality, diversity, and inclusion.

#### **5. QUORUM**

- 5.1 The Committee will be quorate provided that at least two of the Non-Executive Members and one other full member are in-attendance.

#### **6. FREQUENCY OF MEETINGS**

- 6.1 The Committee shall meet as required and not less than once per year.