



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 Clerk to the Board 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.