

SELBY COLLEGE FURTHER EDUCATION CORPORATION

SEARCH COMMITTEE REMIT

CONSTITUTION

The Corporation hereby resolves to adopt the following terms of reference for the Search Committee.

TERMS OF REFERENCE

- I. 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.
- II. If necessary, the Committee shall recommend an appropriate Chair of Corporation who may be an existing member of the Corporation or the Committee may wish to go outside and find someone of the right calibre. They will then make recommendations to the Corporation.
- III. The Committee shall, from time to time, consider and make recommendations to the Corporation on the Corporation's composition and balance, and on the procedures for appointment to the Corporation.
- IV. The Committee shall develop and recommend to the Corporation, policies and procedures for the induction, appraisal and governance development of Corporation Members.
- V. The Committee shall have the power to employ the services of such external advisers as they deem necessary to fulfil their responsibilities.

MEMBERSHIP

The Committee shall comprise 4 members, as follows:

- The Corporation Chairperson
- The Principal *ex-officio*
- 2 Corporation Members

An option to appoint one person to the Committee who is not a Corporation Member but who has been co-opted to represent the interests of the community.

The quorum for meetings of the Committee shall be three.

The Chair of the Committee shall be appointed by the Corporation.

ATTENDANCE AT MEETINGS

The Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.

The Clerk to Corporation, or her nominee, shall act as minute secretary and shall keep appropriate records of their proceedings.

FREQUENCY OF MEETINGS

The Committee shall meet at least once each year.

REPORTING PROCEDURES

Minutes of Search Committee meetings shall be circulated to all Members of the Corporation.