

APPOINTMENTS COMMITTEE TERMS OF REFERENCE

INTRODUCTION

These terms of reference exist to outline the membership, responsibilities and powers of the Appointments Committee. The Appointments Committee has been appointed by the Board of Trustees to carry out the recruitment process for non-sabbatical trustees, and devise and conduct the process for filling a CEO vacancy. The Appointments Committee should also carry out an annual skills audit of the Board, and highlight to the Board where any skills gaps are present.

MEMBERSHIP

Membership of the Committee shall be set annually by the Board of Trustees. The membership of the Committee will be as follows:

- One Sabbatical Trustee
- One Student Trustee
- One External Trustee

With the following non-voting regular attendees:

- CEO
- One other member of the Senior Management Team

A Chair shall be appointed from the members of the Committee by the Board.

Trustees shall decide either by mutual agreement or, if agreement cannot be reached, by ballot administered by the Chair of the Board of Trustees, which Trustees shall sit on the Committee. Trustees may not sit on more than one Committee unless approved explicitly by a vote of the Board of Trustees.

The Chair of the Board of Trustees cannot sit on the Committee, but shall be entitled to attend the meetings and business of the Committee as a non-voting regular attendee.

The committee may, at the discretion of the Chair of the Appointments Committee, invite student members or any other observers to attend meetings or particular items of business of the Committee.

One of the non-voting regular attendees will take minutes of the meetings and business of the Committee.

MEETINGS

The Appointments Committee shall meet on a needs basis, but shall meet at least once per academic year (in Lent Term).

RESPONSIBILITIES

The responsibilities of the Appointments Committee will be as follows;

- To conduct the process for appointing new External Trustees whenever a vacancy arises (and moving any such appointment to ratification by the Student Council), in accordance with Article 22, with support from relevant members of staff.
- To conduct the process for nominating Student Trustees annually to the Student Council for election, in accordance with Article 21, with support from relevant members of staff.
- To carry out an annual skills audit of the board and highlight to the Board where any skills gaps are present.
- To devise and conduct the process for appointing a CEO whenever a vacancy arises in the role, in conjunction with the Chair of the Board, with the support from relevant members of staff, in order that a suitable candidate may be selected and recommended to the Board.
- To select and recommend to the Board an interim candidate for the role of CEO whenever a temporary vacancy arises in the role.

The Appointments Committee must report to the next meeting of the Board of Trustees after each of its meetings, including a summary of any decisions and recommendations to the Board.

DELEGATED POWERS

The Board of Trustees delegates the following powers to the Appointments Committee;

- To devise and conduct the process for appointing a CEO whenever a vacancy arises in the role, in conjunction with the Chair of the Board
- To conduct the appointment and nomination processes for External and Student Trustee vacancies (respectively), as outlined in Articles 21 & 22
- To select and recommend to the Board an interim candidate for the role of CEO whenever a temporary vacancy arises.

REVIEW SCHEDULE

These Terms of Reference shall be reviewed by the Board of Trustees on an annual basis at the end of Easter Term.