

Search & Nominations Committee Terms of Reference

Search and Nomination Committee Terms of Reference

Date first approved	
Review Officer	
First review date	May 2022
Date review approved by BOM	
Next review date	

Constitution

The ~~Transition~~ Board of Management has established a committee known as the Search and Nomination Committee. The quorum for all meetings of the committee shall be:

- ~~three board members who are entitled to vote, with~~
- ~~at least one from the 'Other Board Members' group or the committee chair, with~~
- ~~at least 50% of board members present being Independent Directors, whilst~~
- ~~discounting any Ex-Officio members present.~~

The Committee may be attended, at the invitation of the Chair by members of the College's academic and support staff or by external advisers. The purpose of such an invitation will be to provide specialist information and advice to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.

Membership

Not less than five Board Members, including the prescribed roles of:

- ~~Chair of the Board of Management who shall serve as Chair of Search and Nominations Committee~~
 - ~~Vice Chair of the Board of Management,~~
 - ~~and the HISA Shetland Depute Local Student Director~~
 - ~~Vice Chair of the Board of Management, the Chairs of each of the Standing Committees of the Board, namely Audit Committee~~
 - ~~Chair of, Human Resources & Remuneration Committee~~
 - ~~Chair of, Learning, Teaching and Research Committee~~
 - ~~Chair of and Finance and General Purposes Committee~~
- The Principal is an ex-officio member.

The Vice Chair of each of the Standing Committees, may deputise in the absence of the Chair of that Committee. Any individual holding more than one prescribed role is only entitled to one vote.

Chair	David Sandison
<u>Prescribed Board Members</u>	<u>Local Student Director – Vacant</u> <u>Vice-Chair of the Board of Management - Graeme Howell</u> <u>Chair of Audit Committee – Lauren Doughton</u> <u>Chair of Human Resources and Remuneration Committee – Simon Collins</u> <u>Chair of Learning Teaching and Research Committee, Karen Hall</u> <u>Chair of Finance and General Purposes Committee – Graeme Howell</u>
<u>Other Board members</u>	<u>Cally Mair, HISA Shetland Depute</u> <u>Karen Hall, Chair LT&R</u> <u>Graeme Howell, Chair F&GP</u> John Goodlad - Independent Director Simon Clarke - Staff Director
Ex Officio	Principale Designate – Jane Lewis Board Secretary - TBC <u>Matt Sierocinski King</u>

Frequency of Meetings

The Committee shall meet only when required, and report to the Board of Management.

Remit

The Committee has overall responsibility for reviewing the balance of skills and experience of non-executive members of the Board of Management and committees of the Board of Management and for making recommendations to the Board of Management in relation to the appointment of non-executive members.

The Search and Nomination Committee shall:

1. Consider the skills matrix of current Board Members to determine the skills and experience required of prospective members
2. For Board of Management non-executive positions and in consultation with the Principal and Board Secretary, agree:
 - ~~2.1~~ 2.1 -A timetable for recruitment and selection process
 - 2.2
~~2.2~~ -The various forms of advertising to be used to ensure the College meets the College Sector Board appointment requirements and the requirements of the Public Sector Equality Duty
 - ~~2.3~~ 2.3 _____ The key information to be included in the advertising material.
- 3 Provide for the consideration of the Board, a list of names for members of Board Committees.