

## **HARPER ADAMS UNIVERSITY COLLEGE**

### **Nominations Committee**

#### **Terms of Reference**

##### **Constitution**

1. The Board of Governors has established a committee of the Board of Governors known as the Nominations Committee.

##### **Membership**

2. The Committee and its Chairman shall be appointed by the Board of Governors from among its own members. The Chairman of the Board of Governors shall chair the Nominations Committee. The Vice Chairman of the Board of Governors, one other lay governor and the Principal shall be members.

##### **Authority**

3. The committee is authorised by the Board of Governors to seek out and recommend new lay independent and co-opted members of the Board of Governors.

4. The committee may determine how to publicise vacancies on the Board of Governors and how to seek nominations, as circumstances dictate. Nominations may be sought from other members of the Board of Governors. Names of potential members shall be submitted to the Clerk to the Board of Governors in the first instance, for transmission to the Nominations Committee.

5. When making its nominations, the committee should pay regard to the balance of membership on the Board of Governors and the needs of the College, and should consider how appropriate representation from the local community might be achieved.

##### **Duties**

6. The duties of the Nominations Committee shall be:

- a) to seek out and recommend new lay independent and co-opted members of the Board of Governors as vacancies arise through rotation of members or as other circumstances dictate
- b) to ensure that nominations are made in the form of a report from the committee normally at the March meeting of the Board of Governors
- c) to consider the balance of membership of the Board of Governors, when making its nominations, and to ensure that the membership reflects the needs of the College
- d) to consider renewal of appointments of existing members of the Board of Governors in accordance with the Instrument of Government

##### **Attendance at meetings**

7. The limited number of members of the Nominations Committee means that every effort should be made for all members to be present for the annual meeting. Where this is not possible, and with the consent of the Chairman, one lay member (but not the Chairman) may be absent.

### **Frequency of meetings**

8. A meeting will be held annually, prior to the March meeting of the Board of Governors. The Chairman of the Nominations Committee may request an additional meeting if s/he considers it necessary, to consider, for example, vacancies on the Board that occur earlier than originally planned.

### **Reporting procedures**

9. A report of the meeting(s) of the Committee will be circulated to all members of the Board of Governors, normally at the March meeting of the Board of Governors. The report will contain the committee's recommendations for new members of the Board.

### **Clerking arrangements**

10. The Clerk to the Board of Governors will be the Clerk to the Nominations Committee.

DL/DL  
October 1998

## **Nominations Committee**

### **Membership 2010/2011**

#### **Members**

Chairman of the Board of Governors	-	Mrs A M Blackburn (Chairman)
Vice Chairman of the Board of Governors	-	Mr R M Mercer
One other Governor not a member of the Staffing Committee	-	Vacancy
Principal	-	Dr D G Llewellyn

#### **In Attendance**

Clerk to the Board of Governors	-	Dr C E Baxter (Secretary)
---------------------------------	---	---------------------------

November 2010