

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

SEARCH COMMITTEE - TERMS OF REFERENCE

(Approved by the Corporation on 31 March 2008, Reviewed by the Ctte June 2009, technical review by Clerk to the Corporation August 2011, September 2012, August 2016, reviewed by Search Ctte June 2019, June 2022)

1. Membership

5 Members, to include the Chair of the Corporation (ex officio) and Principal (ex officio). One member, who is not a member of the Corporation, may be co-opted by the Corporation as a member of the Committee if they have relevant skills.

2. Quorum

3 Members.

3. Appointment of Chair

The Committee shall elect a Chair from among its members. The term of office shall be for two years. The Principal, Staff Members, Student Members, or any external co-opted member shall not be eligible for election as Chair.

4. In Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting. All persons In Attendance shall have no voting rights.

5. Meetings

The Committee shall meet as and when necessary for the proper discharge of its responsibilities but shall meet at least once per year.

The Clerk to the Corporation shall act as Clerk to the Committee.

6. Terms of Reference

1. To be responsible for advising the Corporation on the appointment of Members of the Corporation.

2. From time to time, to consider and make recommendations to the Corporation on the composition and balance of the Corporation.

3. To review membership and the composition of the Corporation's Committees having regard to the expertise available and the benefit, in terms of breadth of experience, to be gained by rotating Members between Committees.

4. To review any matters referred to the Ctte by the Corporation in respect of the governance of the Corporation.

5. Having regard to the determination approved by the Corporation, to be review any other matters relating to the membership and appointments as the Corporation may remit to the Search Committee, including:

- i. skill/needs audits of the Corporation,
- ii. determining the process whereby candidates are nominated,
- iii. gathering, screening and short-listing nominations in respect of vacancies on the Corporation,
- iv. determining the practice and the process whereby existing Members are re-appointed.

7. Review of Terms of Reference

These Terms of Reference shall be subject to a formal review at least once every three years.
Next review: June 2025
