

Terms of Reference for the Selection Committee

Constitution and Membership

The Governing Body will be responsible for establishing this committee. The committee members and its Chair will be appointed by the Governing Body (recommendations for membership are to be made by the Search & Governance Committee to the Governing Body).

The committee will consist of at least five members with appropriate experience and this must include the Chair and Vice-Chair of the Governing Body.

Quoracy

Where there is a vacancy for the post of Principal, the committee MUST consist of at least five members including the Chair and/or the Vice-Chair.

Where the vacancy is for any other senior post holder, the committee MUST consist of the Principal and at least three other Governing Body members.

In the unavoidable absence of a committee member, the committee may nominate a substitute member in order to be quorate.

Authority

The Committee is authorised by the Governing Body:

1. to determine which posts are to be designated as senior posts
2. where a vacancy for a senior post holder occurs to recommend a person to the Governing Body (or otherwise) having followed the designated appointment procedures
3. to recommend the appointment of consultants to assist, as appropriate in the appointment procedure where the vacancy is for the post of Principal.

Proceedings

Normally the committee will meet upon occurrence of a vacancy or expected vacancy of a senior post holder.

The committee will make recommendations and seek approval from the Governing Body members via an email sent by the Clerk. Any proposed appointment may not be confirmed formally until the Governing Body has given its approval. The appointment will be ratified at the next Governing Body meeting.

Nicola Eyre, Clerk to the Governing Body
REVISED: January 2023

APPROVED:
DATE OF NEXT REVIEW: