

Doncaster College

<p>TERMS OF REFERENCE FOR THE SEARCH AND GOVERNANCE COMMITTEE</p> <p>2010/11</p>
--

1. Membership	1.1 The membership of the Search and Governance Committee shall be 6 members.
	1.2 Members shall be determined at the final meeting of the Governing Body in the college year.
	1.3 Members shall serve for a period of one College year and shall be eligible for reappointment
2. Quorum	2.1 The quorum for meetings of the Search and Governance Committee shall be 3.
3. Frequency of meetings	3.1 The Search and Governance Committee shall meet at least once per term.
4. Responsibilities of the Search and Governance Committee (D denotes a formally delegated power by the Governing Body)	4.1 The Committee shall be responsible for recommending candidates (for the approval of the Corporation) to be governors of the Corporation, and for determining the processes whereby candidates are identified.
	4.2 The Committee shall consider and make recommendations to the Corporation on the Governing Body's composition and balance, and on the procedures for appointment to the Corporation.
	4.3 The Committee shall have power to employ the services of such external advisors as they deem necessary to fulfil their responsibilities. (D)
	4.4 The Committee shall have the power to advertise to identify persons wishing to serve as Corporation members. (D)
	4.5 The Committee shall advise on the re-appointment of members of the Corporation
	4.6 The Committee will consider application from Governors for any variation from membership of at least two committees of the Board and such applications will be determined according to the following criteria:- (a) reasons given for the membership of only one committee or no committees;

	<ul style="list-style-type: none"> (b) overall membership of committees; (c) expertise/experience offered by the Member requesting variation of membership; (d) timescale for variation including whether the variation is temporary i.e. short-term, or of longer duration; (e) overall governance implications e.g. impact on Board or committee effectiveness, impact on Board or committee working practices.
	4.7 The Committee shall be responsible for advising upon, monitoring and evaluating governor induction arrangements.
	4.8 The Committee shall be responsible for advising upon, monitoring and evaluation governor development activities.
	4.9 The Committee will regularly monitor governor attendance and take appropriate action to achieve good attendance by all governors.
	4.10 The Committee will establish the framework, as an annual basis, for a self-assessment of governance by the Board and to oversee any action plans for the improvement of governance practices.
	4.11 The Committee will review the Board's governance policies and procedures and make recommendations to the Board.
5. Election of Chair and Vice Chair of the Search and Governance Committee	<p>5.1 The Chair shall be elected at the first meeting of the Search and Governance Committee in each corporate year.</p> <p>5.2 The Vice Chair shall be elected at the first meeting of the Search and Governance Committee in each corporate year.</p>
6. Clerking of the Committee	6.1 The Clerk to the Corporation will provide the clerking for the committee.
7. Reporting to the Governing Body	7.1 The minutes of the Search and Governance Committee will be presented to the next meeting of the Governing Body.