

## TERMS OF REFERENCE FOR SEARCH COMMITTEE

### 1 CONSTITUTION

The Governing Body resolves to adopt the following terms of reference for the Search Committee

### 2 AIM

To advise the Governing Body on the appointment of members of the Governing Body (other than the Principal and Foundation Governors) having regard at all times to the provisions of the instrument of Government and the policy of the Governing Body

### 3 MEMBERSHIP

3.1 The Committee shall consist of the Chair and Vice Chair of the Governing Body, the Principal, and Sister Provincial of Daughters of the Cross, providing that the Chair and Vice Chair are Foundation Governors

3.2 Meetings of the Committee shall be quorate when at least two members are present. The Foundation Governor present should Chair the meeting

3.3 The Chair of the Committee shall be appointed by the Governing Body on an annual basis.

### 4 MEETINGS

#### 4.1 Attendance

All members are expected to attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary

The Clerk to Governors shall be Clerk to the Committee

#### 4.2 Frequency

Meetings will be held once per term, and otherwise as required

#### 4.3 Minutes

The Clerk to the Governing Body shall be responsible for ensuring that minutes of the meeting are taken. These will be circulated to members of the Governing body after approval by the Chair of the Committee

#### 4.4 Agenda

The Clerk shall agree the agenda with the Chair of the Committee at least two weeks prior to the meeting

The Agenda and the papers shall be sent out by the Clerk at least one week prior to the meeting

### 5 DUTIES

The duties of the Committee shall be:

- 5.1 To advise the Governing Body on the appointment of members of the Governing Body having regard to the College's Instrument of Government
- 5.2 To undertake a skills audit of governors to identify the areas of expertise and interest of existing members and to assist in the appointment of new members
- 5.3 To provide information to the Daughter's of the Cross of Liege that may be useful when they consider the appointment of Foundation Governors
- 5.5 To consider and make recommendations to the Governing Body on the Governing Body's composition and balance, and the procedures for appointment to the Governing Body
- 5.6 To deal with any other matters referred by the Governing Body.

## 6 AUTHORITY

- 6.1 The Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Governing Body member or employee of the College. All Governing Body members and employees are directed to co-operate with any request made by the Committee
- 6.2 The Committee is authorised by the Governing Body to obtain outside independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. Where this involves direct expenditure then the prior approval of the Governing Body is required.
- 6.3 The Committee is authorised by the Governing Body to co-opt other Governing Body members as necessary