



The Northern College For Residential Adult Education

Terms of Reference - The Search Committee

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| 1 Membership | 1.1 | The committee will consist of between three and five members. |
| | 1.2 | The committee may invite third parties to attend meetings as appropriate. Such persons shall not have a vote but shall be entitled to speak at the meeting. |
| 2 Quorum | 2.1 | The quorum shall be three. |
| 3 Frequency of Meetings | 3.1 | At least once per year to review governance arrangements, with additional meetings convened as and when required. |
| 4 Responsibilities of the Committee | 4.1 | Review the effectiveness of the College's governance arrangements. |
| | 4.2 | Advise the Board of the most suitable overall size, representation upon and composition of the Board and its committees. |
| | 4.3 | Propose the range of aptitudes, experience, skills and abilities which the Board should seek to include amongst its membership. |
| | 4.4 | Advise the board on the re-appointment of members of the Board of Governors. |
| | 4.5 | Oversee the appointment and reappointment of members of the Board of Governors in line with the 'procedure for the appointment of members of the board of governors and its committees'. |
| | 4.6 | Consider any risks allocated to the committee for oversight. |
| | 4.7 | Assess the performance of the committee annually and agree any actions arising. |
| | 4.8 | Consider the appropriateness of the committee's terms of reference and advise the board on any changes for approval. |
| 5 Election of Chair | 5.1 | The chair of the committee will be selected by the Board of Governors from amongst the members of the committee. |
| 6 Clerking the Committee | 6.1 | Clerk to the Governors |
| 7 Reporting to the Board of Governors | 7.1 | A summary of each meeting of the committee will be presented to the next available board meeting. |
| 8 Date of Approval | | 13 December 2018 – Board of Governors. |
| 9 Date of Next Review | | December 2020 |