

LEEDS COLLEGE OF BUILDING

CORPORATION SEARCH COMMITTEE

The Search Committee is responsible to the Corporation.

The Committee may invite attendance by any person, whether governor or external to Leeds College of Building, in order to provide advice and evidence to assist in the search process and/or to verify its independence.

The Corporation shall not appoint any Corporation member (other than the Principal, and in normal circumstances, nominated members) or any external committee member unless it has first considered the advice of the Search Committee. All such appointments shall be made in accordance with the Instrument and Articles of Government.

TERMS OF REFERENCE

1. Executive Responsibilities

- 1.1. To gather, screen and consult as appropriate and short-list applicants in respect of vacancies on the Corporation and external committee memberships.
- 1.2. To determine the process whereby applicants are considered for Corporation or external committee membership.
- 1.3. To determine the process whereby the eligibility of nominees is considered.
- 1.4. To develop and maintain a database of appropriate individuals who have expressed an interest in making a voluntary contribution to the work of the Corporation, including those interested in external membership of committees.
- 1.5. To seek additions through consultation/correspondence with appropriate and interested bodies, including those bodies related to the current, determined categories of membership.
- 1.6. To research suitable candidates, through a process of interview, in order to fill current and forthcoming vacancies.

2. Monitorial Responsibilities

- 2.1. To review gender and ethnic balance and the latest skills survey analysis, in relation to current membership, prior to the consideration of any new appointment.
- 2.2. To undertake an annual self assessment against the terms of reference.

3. Advisory Responsibilities

- 3.1. To consider, on a timely basis, the composition and balance of Corporation and committee memberships and to make appropriate recommendations to the Corporation.
- 3.2. To advise on the appointment or reappointment of Corporation and external committee members and such other matters relating to membership and appointments as the Corporation may remit to the Committee.
- 3.3. To make recommendations to the Corporation regarding the suitability and appropriate period of tenure, if not four years, of any applicant interviewed for a Corporation/committee vacancy.

MEMBERSHIP

The Search Committee shall consist of six members and will include the following:

The Chairman of the Corporation

The Principal

One member of the Corporation

Three persons who are not Corporation members but who have been co-opted by the Corporation to represent the interests of the community

QUORUM

The Committee shall be quorate if two or more persons are present, one of which will not be a member of the Corporation.

FREQUENCY

The Committee shall meet at least once each year and as required in order to fulfil its responsibilities.

IN ATTENDANCE

The Clerk to the Corporation

APPOINTMENT OF CHAIR

The Chair shall be elected on an annual basis from the membership.