

## **LEEDS COLLEGE OF BUILDING**

### **SELECTION AND APPOINTMENT OF GOVERNORS**

The Corporation have the responsibility for maintaining an experienced and well balanced membership. In the event of a vacancy arising on the Board, the following procedure should be adopted:

- a) The Search Committee will meet to consider the vacancy.
- b) A skills and experience audit of existing members will be considered as part of the process of identifying additional skills required. The future needs of the College should be taken into account together with an appropriate balance of gender and ethnic minority representation.
- c) The process should be as open as possible with vacancies being advertised in the local press. Other means of promoting the vacancy may also be used, eg direct contact, request for nominations.
- d) A shortlist of possible nominations will then be drawn up by the Search Committee.
- e) Before appointment takes place, the prospective members will normally be invited into the College to:
  - (i) meet the Chairman of the Corporation and/or the Principal of the College
  - (ii) offered a tour of the College and be given background information about the College and its customers
  - (iii) be given an outline of the role of the Corporation and the expectation of members.
- f) The Search Committee or panel of the Committee will interview applicants. An assessment will be made of the possible contribution that the new members can make to the Board and a final recommendation will be made to the Corporation.