

Appointments and Governance Committee

Terms of Reference

Purpose

The Appointments and Governance Committee has delegated responsibility on behalf of the Board of Trustees, for appointing, inducting, supporting and developing the Chief Executive, Student Trustees and External Trustees and for inducting, supporting and developing the sabbatical officers; the Committee is also responsible for promoting good governance, reviewing the Union's governance arrangements on a continuous basis and identifying opportunities to improve the Union's governance.

Remit

1. To carry out regular skills, experience and diversity audits of the Board and identify and skills, experience, characteristics and backgrounds that are required to provide a balanced and effective Board.
2. To prepare job descriptions, person specifications and information pack for prospective Student Trustees and External Trustees.
3. To prepare a recruitment plan and timetable to fill any unfilled trustee positions.
4. To identify a list of prospective Student Trustees and External Trustees.
5. To meet prospective trustees to scrutinise their suitability and to make recommendations to the Board as to who should be appointed.
6. To induct, mentor and involve new trustees.
7. To prepare an annual development plan for the full Board and monitor its implementation.
8. To review on a continuous basis the Union's governance arrangements and identify opportunities to improve the Union's governance.
9. To oversee the recruitment and selection process for the position of Chief Executive as and when a vacancy arises.
10. To oversee the induction process of the new Chief Executive.

Responsibility and Authority

- The Committee shall ensure that all positions on the Board are filled as quickly as is practicable.
- The Committee shall ensure that the Board has the right balance of skills, knowledge, experience, background and characteristics to facilitate as effective and robust governance as possible.
- The Committee shall ensure that new trustees are inducted quickly and comprehensively to enable them to fulfil their duties.
- The Committee shall appoint one of its full members as the Chair of the Appointments Committee.
- The quorum shall be at least 3 trustees, one of whom must be the Chair of the Board or the Chair of the Appointments and Governance Committee.

Membership

- Chair of the Board (ex-officio)

- At least four other trustees (appointed by the Board of Trustees)

In attendance

- Chief Executive
- Director of Marketing and Business Development
- Director of Medway and Graduate Employability
- Governance Support Manager

Resources

- Any financial resources necessary to achieve the Committee's objective
- Any management resources necessary to achieve the Committee's objective
- Chief Executive to draft papers and reports for the Committee and to develop the agenda for Board meetings in conjunction with the Governance Support Manager and the Chair
- Governance Support Manager to take minutes and collate papers for Board meetings

Regularity of Meetings

At least two meetings per annum