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AUTHOR	A Theakston
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Quality Assurance Policies and Procedures

APPOINTMENT TO THE BOARD

1 Overview

This procedure is established under the Governance Policy and its purpose is to set out the means by which board members are appointed.

2 Appointment

- 2.1 When a vacancy occurs, the Search Committee will consider the board schedule of skills, experience, ethnicity etc and determine the profile of the ideal candidate.
- 2.2 The committee will consider the retiring member, provided he/she wishes to be considered for re-election, any other candidates known to the committee or recommended by board members or otherwise having expressed an interest in joining the board and, if appropriate, decide whether or not additional searching is required.
- 2.3 The committee will then consider the CVs, skills etc. of the various candidates.
- 2.4 If it is considered that an external candidate appears to be the most suitable person to fill the vacancy then he/she will be invited to an informal meeting with the chairman and Principal for them to outline the role and to ascertain, as far as possible, that the new member will add value to the board and will have the commitment and time to carry out the obligations of a board member.
- 2.5 If the chairman and Principal approve the candidate, the Clerk to the Governors will write asking the candidate for confirmation that they wish their name to go forward. A recommendation will then go to the next board meeting.
- 2.6 If the board does not approve the appointment (which, in the case of student and staff members can only be in exceptional circumstances as detailed in Instrument 5 if the Instruments and Articles) the matter will be referred back to the Search Committee detailing the reasons behind the board's decision.
- 2.7 If the appointment is approved, the Clerk to the Governors will prepare a standard letter for signature by the chairman, and invite the new board member to the next board meeting.

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3 Length of Appointment

- 3.1 Members will be appointed for a period of four years from the date of their appointment with the exception of student members who will be appointed for one year only.

4 Student Members

- 4.1 With regard to the student members it has been agreed (standing order 1.5) that the President of the Students' Association, or its nominee, will be automatically invited to become a member of the governing body.

5 Staff Members

- 5.1 With regard to the two staff members it has been agreed that one should be an academic staff member and the other a business support staff member.

- 5.2 Staff members will be elected by staff ballot.

6 Instruments and Articles of Governance

The Search Committee and the board will take into account the provisions of the Instruments and Articles and the Standing Orders when making all appointments.