



**Terms of Reference for the  
Search and Governance Committee  
of  
The Corporation Board of Accrington and Rossendale College**

**1 Frequency**

- 1.1 The Committee will meet at least two times each year.

**2 Membership and Quorum**

- 2.1 The Committee shall comprise Five members of the Corporation including: the Chair of the Corporation (ex-officio); the Principal (ex-officio); and three other members to be nominated by the Corporation. Members of the committee will be appointed by the Board and will serve a two year term of office.
- 2.2 Except for the Chair of the Corporation and the Principal, a member will be eligible to be reappointed by the Board for a second, and final, two year term of office,
- 2.3 The Committee may invite other persons to attend meetings in order to:
- 2.3.1 provide advice and evidence to assist the process of search; and
- 2.3.2 verify that the selection process is independent and free from any form of patronage:
- 2.4 The quorum for meetings of the Committee shall be three members.
- 2.5 The Clerk to the Corporation shall act as Clerk to the Committee.

**3 Responsibilities with regard to Corporation Board membership**

- 3.1 The Committee will be responsible for advising on the appointment of Independent Members to the Corporation Board and its Committees. This will include:
- 3.1.1 determining the process whereby candidates are recommended for approval to serve as Independent Members by the Corporation Board;
- 3.1.2 gathering, screening and short listing nominations in respect of vacancies on the Corporation;
- 3.1.3 consideration of the composition and balance of the Corporation and its Committees; and
- 3.1.4 other matters relating to membership and appointments as the Corporation may remit to the Committee
- 3.2 The Committee will endeavour to put forward to the Corporation, for their consideration, a choice of eligible candidates for each vacancy. In making suggestions the Committee will present a resume of the candidates.
- 3.3 The Corporation shall not appoint any Independent Member of the Corporation unless it has first considered the advice of the Committee. Appointments shall be made in accordance with the Instrument and Articles of Government.

- 3.4 The Committee shall monitor the induction and further development activities of Board members
- 3.5 The committee will monitor governor attendance and advise on action to be taken to ensure the achievement of good attendance of members at the Board and its committees

#### **4 Responsibilities with regard to Governance**

- 4.1 The Committee will establish the framework and implementation of the Board's self-assessment process and oversee the implementation of any resulting action plan for the improvement of the Board, its committees and members.
- 4.2 The Committee will, as required, review the Board's policies and procedures and make recommendations to the Board as appropriate on areas such as
  - 4.2.1 changes to the Instrument and Articles of Government
  - 4.2.2 changes to the Standing Orders
  - 4.2.3 the roles and responsibilities of the Board
  - 4.2.4 duties and responsibilities of members;
- 4.3 Consider any other matters as remitted by the Corporation

#### **5 Reporting to the Corporation Board**

- 5.1 The minutes of this committee will be presented to the next meeting of the Corporation Board

Approved: 6 December 1999  
Amended: September 2011  
Amended: July 2013 following Board Committee Restructure