



**TERMS OF
REFERENCE**

**PERFORMANCE
&
NOMINATIONS
COMMITTEE**

REDCAR & CLEVELAND COLLEGE

TERMS OF REFERENCE

PERFORMANCE & NOMINATIONS COMMITTEE

1. CONSTITUTION

The Corporation hereby resolves to adopt the following terms of reference for the Performance & Nominations Committee.

2. OBJECTIVE

The Committee shall make recommendations to the Corporation on the appointment of new members to the Board, and generally on the performance of the Corporation and of the College.

3. MEMBERSHIP

3.1 The Committee shall be appointed by the Corporation and consist of six members including:

1. The Corporation Chairman *ex officio*;
2. At least one person who shall be an Independent Business Corporation member ;
3. At least one person who shall be a Foundation or Co-opted Corporation member ;
4. At least one person who shall be a Corporation member other than a staff member;

Such other two members as are appointed by the Corporation.

3.2 A quorum shall be three members.

3.3 The Chairman of the Committee shall be appointed by the Corporation.

4. ATTENDANCE AT MEETINGS

4.1 In addition to the members of this Committee the College's Quality manager (Assistant Principal, Students & Quality Assurance) will be invited to attend meetings in respect of the work of the Standards Committee and otherwise as appropriate;

4.2 The Clerk to the Corporation shall be Clerk to the Committee, except that the Clerk to the Standards Committee shall be the Assistant Principal, Students & Quality Assurance.

5. FREQUENCY OF MEETINGS

5.1 Meetings shall be held not less than three times a year.

6. DUTIES

The duties of the Committee are:

- 6.1 to be responsible for nominating candidates for the approval of the Corporation to fill vacancies on the Corporation and for determining the process whereby candidates are nominated;
- 6.2 to be responsible for arranging the induction and mentoring of newly appointed members;
- 6.3 to consider and make recommendations to the Board on development opportunities and needs for individual members and for the Board as a whole;
- 6.4 to develop and recommend to the Corporation procedures for the Self-Inspection of the Performance of the Board, and be responsible for overseeing the Self-Inspection of the Performance of the Board;
- 6.5 to consider from time to time and make recommendations to the Corporation on the Corporation's composition and balance;
- 6.6 to develop and recommend to the Corporation procedures for the recruitment, induction and governance development of Corporation members;
- 6.7 to monitor the establishment and effectiveness of those external and strategic links with partner organisations which are considered to be to the benefit of the College;
- 6.8 to employ the services of such external advisers as it deems necessary to fulfil its responsibilities;
- 6.9 to monitor the academic performance of the College through a Standards Sub-Committee of this Committee.

7 REPORTING PROCEDURES

- 7.1 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation members;
- 7.2 The Committee shall provide a report of its work to the Corporation, annually or more frequently, if necessary.

Reformatted, February 2005 and revised/adopted March 2005