

TERMS OF REFERENCE CHAIRS' COMMITTEE

CONSTITUTION

The Committee is a Committee reporting to the Corporation.

MEMBERSHIP

Members will be the Chair of the Corporation and all the Committee Chairs.

The Principal and Clerk will be invited to attend.

The Chair of Corporation will act as Committee Chair.

QUORUM

The quorum is two members.

ATTENDANCE

The Principal and Clerk will normally attend meetings. Others may attend at the invitation of the Chair.

PURPOSE

To consider and review all matters relating to governance self-assessment and to make recommendations to Corporation as appropriate.

To review training records and requirements annually.

To deal with other matters as appropriate which are not already delegated by the Corporation to any other Corporation Committee. Such matters may include – governance consultation (e.g. proposed Instrument and Articles changes), review existing Corporation policies or new Corporation policies.

FREQUENCY

Meetings will normally be held at least once during the Autumn Term, in advance of a Corporation Meeting and any other meeting as required.

AUTHORITY

The Committee has specific authority as delegated by the Corporation from time to time.

REPORTING

The Clerk will be the Clerk to the Corporation. Formal minutes will be taken of all meetings and will be presented to the next meeting of the Corporation. Minutes will be approved and signed at the next meeting of the Committee.

Last reviewed: November 2011 Corporation Approved: December 2011 Review: Annual
