

TERMS OF REFERENCE SEARCH COMMITTEE

CONSTITUTION

The Committee reports to the Corporation.

MEMBERSHIP

The Chair and Vice-Chair of the Corporation, at least one other Committee Chair and the Principal.

The Chair of the Committee will be selected by the Corporation.

QUORUM

The quorum is two members.

ATTENDANCE

The Clerk will be in attendance.

PURPOSE

1) To make recommendations to the Corporation on the overall structure of the Corporation, the filling of vacancies on the Corporation so as:
to ensure compliance with the relevant statutory and Young Persons Learning Agency (YPLA) requirements;
to ensure compliance with good governance;
to ensure that new members are sought to renew and refresh the Corporation while maintaining continuity, experience and diversity; to maintain an appropriate balance of skills, experience and representation
and in particular to advise on the appointment of the External members of the Corporation.

2) To make recommendations to the Corporation on the overall structure of the Corporation Committees and the filling of vacancies on Committees in consultation with the Chair of those Committees so as:
to ensure compliance with the relevant statutory and YPLA requirements;
to ensure good governance;
to ensure that new members, including co-opted Members of Committees are sought to renew and refresh the Committees while maintaining continuity, experience and diversity; to maintain an appropriate balance of skills, experience and representation.

3) To recommend the terms of appointment of members of Corporation and Committees.

4) To review annually the attendance of members at Committee meetings and Corporation meetings and to report to the Corporation.

5) To undertake annually a skills audit of members of the Corporation and Committees.

6) To monitor the training requirements of members of the Corporation and Committees and ensure that they are met.

FREQUENCY

The Committee meets as required.

AUTHORITY

The Committee has specific authority as delegated by the Corporation from time to time. It also has delegated authority as set out in these terms of reference and in the business procedures.

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 if deemed appropriate by the Chair. Minutes will be approved and signed at the next meeting of the Committee.

Last Reviewed: July 2010
Corporation Approved: July 2010
Review Date: Annual