

## Appointment Procedure

### Governors' Appointment Procedure and Policy on Termination of Membership

#### 1. STAFF MEMBERS

On a vacancy arising or being created for a Staff Member, the Clerk to the Corporation will publicise the vacancy within the College and invite nominations from staff. If there are two or more nominations, the Clerk to the Corporation will organise an election. The appointment of the candidate who receives the most votes will be considered at the next available meeting of the Governing Body.

#### 2. STUDENT MEMBER

On a vacancy arising or being created for a student member the Students Union will be requested to nominate and elect a student member to serve on the Governing Body. The appointment of the nominee will be considered at the next available meeting of the Governing Body.

#### 3. PRINCIPAL

The Principal of the College shall be a Governor for as long as he/she remains in post.

#### 4. OTHER MEMBERS

On a vacancy arising or being created for a member of the Corporation other than staff, student or Principal members the following procedure, principles, etc will be observed:

- a) The appointment procedure will be open and nominations will be sought from a broad base within the community. Nominations will be invited from existing members and senior managers. Together with persons who are already on the register of potential governors these nominations will be considered by the Search and Governance Committee. From time to time and as required by the Search and Governance Committee, advertisements will be placed in the local press or other appropriate initiatives will be taken to invite interested persons to make application. In the appropriate circumstances local businesses, local authorities, community and other organisations will be contacted and nominations invited from them.
- b) Interested persons will be provided with appropriate information about Burton College and the role of a member of the Corporation.
- c) Prospective members still interested in joining the Governing Body will be considered and suitable candidates will be invited to a meeting of the Search and Governance Committee or its Panel to discuss the contribution that they would make to the Corporation. The Search and Governance Committee or its Panel will then formulate a recommendation to the Governing Body.

#### 5. GENERAL

- a) With the exception of the appointment of the Principal, staff and student members, the Search and Governance Committee shall advise the Governing Body prior to the appointment of every member in accordance with the Articles of Government. It is considered good practice for the Search and Governance Committee to meet every new candidate prior to formulating a recommendation to the Governing Body. Existing members seeking re-appointment shall be interviewed by the Chair of the Search and Governance Committee. The Committee will then formulate its recommendation to the Governing Body taking into account the attendance and general contribution made by the member during his/her period of office and the balance of skills and experience across the full

membership of the Governing Body.

b) Following the Governing Body's approval of the (re-)appointment of a member the Clerk to the Corporation will send a formal letter of

(re-)appointment to the individual concerned.

c) The Governing Body has previously decided that former employees of Burton College and current employees of other further education colleges are not appropriate nominees for the position of Governor unless there are exceptional circumstances.

d) When arriving at a recommendation for the appointment of a Governor, the Search and Governance Committee will have regard to the skills and experience of the candidates in relation to the role of Governor. Account will be taken of the skills and experience of existing Governors and the Search and Governance Committee will endeavour to ensure that its recommendations to the Governing Body achieve a reasonable balance of business skills and experience across the full membership of the Governing Body.

#### 6 POLICY ON TERMINATION OF APPOINTMENTS

a) A member who has been unable to attend a meeting of the Corporation (or any of the committees of which he/she is a member) for a period of six consecutive months will have his/her membership of the Corporation terminated unless his/her reasons for absence are judged by the members of the Search and Governance Committee to be extenuating circumstances;

b) Any member who has been unable to attend a meeting of the Corporation (or any of the committees of which he/she is a member) for a period of nine consecutive months will have his/her membership of the Corporation terminated automatically notwithstanding any decision made by the members of the Search and Governance Committee in accordance with a) above;

c) A member who has attended fewer than 40% of the meetings of the Corporation and the committees of which he/she is a member during any period of six consecutive months will have his/her membership of the Corporation terminated unless his/her reasons for poor attendance are judged by the members of the Search and Governance Committee to be acceptable and he/she undertakes to improve his /her attendance record;

d) Any member whose appointment has been terminated in accordance with the provisions of a), b) or c) above will be eligible for re-appointment when his/her circumstances allow him/her to provide an undertaking to attend meetings and to meet the prevailing attendance rate target (currently 80%).