

## **PROCEDURAL FRAMEWORK FOR THE APPOINTMENT/RE-APPOINTMENT OF GOVERNORS TO THE CORPORATION OF THE COLLEGE OF WEST ANGLIA**

### **APPOINTMENT**

1. Vacancy identified
2. Search & Governance Committee:
  - (a) identifies skills gap(s)
  - (b) determines method of attracting applications by one or more of the following methods:
    - (i) advertising in appropriate local press and publications
    - (ii) contacting appropriate organisations
    - (iii) seeking nominations
3. Prospective applicants sent an information pack and invited to submit an application for consideration by Search & Governance Committee.
4. Prospective applicants invited to meet informally with the Principal, Chair and Clerk to discuss the governor's role, level of commitment required and to learn more about the College.
5. Prospective applicants to complete a skills evaluation form.
6. Search & Governance Committee convened to deliberate candidate's suitability and formulate recommendation to Corporation.
7. Corporation consider recommendation(s) of Search & Governance Committee and determine appointment.
8. Letter of appointment/rejection issued by Clerk.
9. Governors are appointed for a four year term of office.
10. Formal acceptance of appointment, to be submitted to Clerk by newly appointed governor.
11. Induction session arranged with Chair, Principal and Clerk.
12. New governor joins the Board.

### **RE-APPOINTMENT**

A member will be asked to complete a re-appointment questionnaire, comprising a self assessment of their performance as a member, and this will be subject to scrutiny by the Search & Governance Committee. The Search & Governance Committee, in coming to a decision on whether or not to recommend the re-appointment of a member to the Corporation, will also take into account other factors such as continued relevance of skills and balance of skills required by the Corporation, ethnicity/ gender balance and balance of established/ new members

***Note: The recruitment process is subordinate to any relevant current legislation***