

MOULTON COLLEGE FEC

SEARCH COMMITTEE TERMS OF REFERENCE

1. **REPORTING TO** The Corporation Board
2. **MEMBERSHIP**
 - a) The Committee shall comprise the members of the Finance and General Purposes Committee.
 - b) The Committee may co-opt any person with relevant experience.
 - c) *In Attendance*
Clerk to the Corporation
 - d) The Committee will meet as required during normal monthly meetings of the Finance and General Purposes Committee.
3. **QUORUM**
 - a) 3 Governors
4. **TERMS OF REFERENCE**
 - a) To advise the Corporation on the appointment of members other than the Principal and such other matters on membership and appointments as the Corporation shall remit to the Committee, having regard at all times to the provisions of the Instrument of Government.
 - b) To undertake a regular skills audit in order to identify areas of relevant experience, expertise and interest when re-appointing existing members, and to identify any skills gaps when appointing new members.
 - c) To gather nominations in respect of vacancies on the Corporation and to determine and apply the processes whereby such nominations are screened and short listed.
 - d) To evaluate the contribution made by existing Governors before proposing their re-appointment.
 - e) To receive and review annually records covering members attendance, personal and financial interests.
 - f) To monitor, consider and advise the Corporation as appropriate on aspects arising from Lord Nolan's enquiries and reports into Standards in Public Life.