



## **Terms of Reference of the Search and Governance Committee**

### **1. Responsibilities of the Committee**

- 1.1 To advise the Board on the appointment of members of the Board as specified in the Instruments and Articles of Government.
- 1.2 To consider and advise the Board on the composition and balance of the Board and its Committees.
- 1.3 To initiate searches as required for potential candidates through consultation with local bodies, employers, local authorities and advertising and recruiting locally and regionally.
- 1.4 To gather nominations in respect of vacancies on the Board and to determine and apply a process whereby nominations are screened and shortlisted.
- 1.5 To meet and interview prospective candidates for membership.
- 1.6 To make decisions as to the suitability or otherwise of candidates for membership.
- 1.7 To make recommendations to the Board for the appointment of candidates as members of the Board.
- 1.8 To review the individual contribution of any member whose term of office is to expire and with due regard for Nolan advice on length of service of members, to make recommendations to the Board as to any re-appointment.
- 1.9 To analyse and make recommendations concerning the induction, training and development needs of members.

### **2. Membership**

- 2.1 The Search and Governance Committee shall be made up of three members, the Chair, the Vice Chair and the Principal.

### **3. Quorum**

- 3.1 The quorum for the meetings shall be two members.

### **4. Frequency of Meetings**

- 4.1 The Committee will meet to consider Board Member recruitment and succession, and review governance documentation as required.

**Approved by the Board on 30 September 2008**  
**Reviewed by the Board on 8 December 2009**  
**Amended by the Board on 25 January 2011**  
**Reviewed by the Board on 13 December 2012**  
**Amended by the Board on 17 December 2013**  
**Reviewed by the Board on 7 October 2014**  
**Reviewed by the Board on 6 October 2015**  
**Reviewed by the Board on 11 October 2016**  
**Reviewed by the Board on 10 October 2017**  
**Reviewed by the Board on 9<sup>th</sup> October 2018**  
**Amended by the Board on the 8 October 2019**  
**Amended by the Board on 5 October 2020**