

KIDDERMINSTER COLLEGE CORPORATION

SEARCH COMMITTEE

GOVERNOR APPOINTMENT PROCESS

1. Search Committee is responsible for the appointment process, with the Clerk acting as contact point for any external actions. The Corporation Chair & Principal sit as members of the Search Committee
2. The Committee meets at least twice a year. At each meeting future potential vacancies are reviewed and actions to be taken by the Clerk agreed. Meetings will also identify specific skills, which would be required in new appointments.
3. Each year a skills analysis of existing Governors is carried out. This enables the Search Committee to identify future potential skills gaps.
4. Contacts made by the Clerk include: -
 - a) Appropriate Local Authorities
 - b) Local Community Members: -
Direct contact with community organisations listed on information data sheet provided by District Council
 - c) Business Representatives: -
Direct contact with local Chamber of Commerce. Mailing to local companies employing specialist professional staff e.g. Accounting firms.
 - d) Press advertising.
5. Staff & Student Governors elected through internal process, following internal publicity
6. All interested potential Governors asked to provide CVs and attend explanatory meeting on Governor's role with the Clerk. At this meeting applicant given details of Governor responsibilities. Information gathered from this is forwarded to Search Committee Members for their decision on suitability.
7. Search Committee recommendation on appointment forwarded to full Corporation meeting for final approval.
8. Upon approval, formal appointment letter sent to new Governor by the Clerk.