

KIDDERMINSTER COLLEGE

Appointment Process for Members of the Board of the Corporation

Purpose

To identify a process for the appointment of Members of the Corporation

Scope

All appointments to the Board of the Corporation other than Staff and Student Appointments

Process

Member Appointments (other than Staff and Student Appointments)

- 1 Upon receipt of a resignation or prior to the end of a period of office for a member of the Governing Body, (or if the Board determines that a vacancy exists for an additional member), the Clerk to the Corporation will be responsible for implementing the appointment process.
- 2 In addition to the standing advert in the Governance section of the College website, when a vacancy arises, a specific advertising campaign may be run, which may include advertising in the local press and / or writing to local organisations to alert them to the vacancy. When running a specific advertising campaign, a closing date for applications will be set.
- 3 All interested parties will be sent an information pack which includes:- application form, role description, person specification, and general information relating to the Board and time commitment involved. Each applicant will also be offered the opportunity for an informal discussion with the Chair of the Corporation and / or Principal prior to making an application with the Clerk to the Corporation.
- 4 Upon receipt of formal applications, the Clerk to the Corporation will draw up a resume of applications which will be presented to the Search Committee for its consideration. The Clerk to the Corporation will also furnish the Committee with the following additional current membership information: - skills audit and Board composition. The application forms of all persons will also be made available to Search Committee members.
- 5 The Search Committee will, from the information provided, draw up a shortlist of candidates who will be formally interviewed by the Chairperson of Search Committee, the Principal and one independent member of the Committee. The interview panel will, having conducted the interviews make an appropriate recommendation to the Board of the Corporation.
- 6 The Board of the Corporation will consider the recommendation from the interviewing panel and is the body that has the authority to make appointments to the Governing Body.
- 7 Once the Board of the Corporation has made determinations concerning the appointment of new members, it is the responsibility of the Clerk to the Corporation to ensure that each new member is given a letter of appointment, undertakes appropriate induction and is equipped through training and other processes to fulfil the duties and responsibilities of a member of the Governing Body.
- 8 If no vacancies exist, enquiries regarding Board membership will be acknowledged as in step 3. However, the Clerk will advise the interested party that there are no current vacancies and issue an 'expression of interest' form rather than an application form. A register will be maintained of completed 'expression of interest' forms. Once a vacancy arises all individuals on the register will be informed & invited to make an application / issued with an application form. Individuals will not be considered without completing an application form.
- 9 The Clerk to the Corporation will review the register prior to each Search Committee meeting (twice annually). The Search Committee will be informed of any individuals who have joined the register since their last meeting.
- 10 The Principal and / or a Member of the Governing Body may, as appropriate, directly approach individuals who meet the Governors' skills requirement, with a view to informing them of vacancies as and when they arise.