

# QUEEN ELIZABETH SIXTH FORM COLLEGE

## Search Procedures for the Nomination and Appointment of Members of the Board of the College Corporation

### Composition of the Board of the College Corporation

The current composition of the Board of the College Corporation approved on 3<sup>rd</sup> December 2009 to be effective from 1<sup>st</sup> September 2010 (Ref:09/78):

Category	Number	Term (Years)
<b>Independent</b>	13	4
<b>Staff</b>	3	4
<b>Parents</b>	1	2
<b>Student</b>	2	1
<b>Principal</b>	1	as required
<b>Total</b>	<b>20</b>	

The Board of the Corporation is responsible for the appointment of all members but it must always consider advice given by the Search Committee before any new member is appointed.

### Proposed Procedures

The proposed procedures for the nomination and appointment of the various categories of member are as follows:

#### Independent Members

When a vacancy arises for whatever reason, the Search Committee is to:

1. Consider the area of expertise the new member should have.
2. Consider the date by which the new appointment is required.
3. Decide the strategy for seeking nominees/applicants:  
e.g. advertising;  
personal recommendations;  
professional knowledge of suitable persons.
4. Receive relevant details of all nominees/applicants.

5. Consider a short list of candidates, if appropriate. This may be done by a sub-committee comprising at least three members of the Search Committee; normally the Chairman of the Board, the Principal and one other member of the Search Committee.
6. The Search Committee will advise the Board the findings and recommendations.

The Board of the Corporation, having received the advice of the Search Committee, will then consider and determine any appointments.

### Staff Members

1. Through the Search Committee advertise any vacancy in Staff Members and invite nominations.
2. A list, or separate lists if appropriate, of candidates should be compiled and a ballot carried out.
3. As soon as practicable after the closing date for votes the results are to be announced and a meeting of the Search Committee convened to confirm that the correct procedures had been followed and to advise the Board of the candidates receiving the highest numbers of votes.
4. The Board of the Corporation having received the advice of the Search Committee, will then consider and determine any appointments.

### Parent Members

1. Consider the areas of expertise required.
2. Consider the date the vacancy will occur.
3. Decide on the strategy for seeking nominees/ applicants.  
e.g. Advertising, personal recommendations, professional knowledge of eligible persons.
4. Consider inviting candidates to apply submitting with their application a brief written statement about themselves.
5. If appropriate, the Search Committee will consider a short list of candidates and advise the Board of its recommendations.

The Board, having received the advice of the Search Committee, will then consider and determine any appointments.

### Student Members

1. Through the Search Committee the Students Association is advised of any vacancies.

2. Normally the President and Vice-President of the Students Association are appointed by the Board of the College Corporation as Student Members of the Corporation. Usually this would occur annually in the Spring term following the election of the Executive and would enable the nominees to join the Board of the Corporation in the following Summer term.
3. The Search Committee will meet to confirm that the correct procedure had been followed and advise the Board of the candidate nominated.
4. The Board, having considered the advice of the Search Committee, will then consider and determine any appointments.

### The Principal

Although not a mandatory requirement normally the Principal will be a Member of the Board of the Corporation.