

City College, Birmingham Corporation

Corporation Meeting – 16th September 2008

Corporation and Co-opted Committee Member Appointment Process

1. When a vacancy on the Corporation or one of its committees has been identified the Search & Governance Committee shall invite applications via advertisement in the local press or by written invitation to suitable local businesses, local authorities and/or community groups. Potential candidates may if appropriate also be personally introduced by current members.
2. All applicants, nominees or elected members will be provided with a briefing paper outlining the work of the Corporation and the role of individual members, and are required to submit a CV.

Process in relation to Applicants (Independent & Co-opted Committee members):

3. All applications for Corporation membership or Co-opted Committee membership, howsoever introduced, will be assessed impartially by the Search & Governance Committee. At the time that an appropriate vacancy falls due, the Clerk and the Chair of the Search & Governance Committee will carry out an initial assessment of all available applications.
4. If, as a result of the initial assessment, one or more applications suggest potentially suitable to fulfil the current requirements, the Clerk will contact the applicants for an informal discussion. Their application will be discussed and the individual will be briefly appraised of the role, responsibilities and commitment required of a Governor. The Clerk will then brief the Chair of the Corporation accordingly.
5. On the instructions of the Chair, the Clerk will arrange a meeting of the Search & Governance Committee and invite the applicants to attend for a formal interview.
6. At the meeting, the applicants will be advised of the Corporation's Committee structure and the College management structure. The Committee will confirm the eligibility of the elected member with reference to the Instrument and Articles of Government. The applicants will be invited to discuss their relevant professional and personal experiences and their perception of how they would contribute to the sound governance of the College.
7. After the meeting with the applicants, the Search & Governance Committee will decide upon the advice to be given to the Corporation and the category of membership.
8. The recommendations of the Search & Governance Committee will be included on the agenda of the next Corporation meeting where they will be considered.
9. If Corporation approval is received then the Clerk will obtain written acceptance of Corporation membership and complete the associated formalities.
10. The new appointee will be deemed a member of the Corporation or Co-opted Committee member and will undertake any required training.

Process in relation to elected members (Staff and Student categories):

11. The Clerk will provide the briefing paper for possible candidates.
12. The Clerk will confirm that the correct procedures have been followed for the selection of candidates, and will organise an election if necessary for a staff member. Student members are nominated through the Student's Union or Student Forum (Council).
13. The Clerk will confirm the eligibility of the elected members with reference to the Instrument and Articles of Government, and arrange for the formal appointment to be included on the agenda of the next Corporation meeting.
14. Following the appointment of the elected member by the Corporation, the Clerk will obtain written acceptance of Corporation membership and complete the associated formalities.
15. The new appointee will be deemed a member of the Corporation and will undertake any required training.