

**DE MONTFORT UNIVERSITY**  
**BOARD OF GOVERNORS – NOMINATIONS COMMITTEE**  
**CONSTITUTION**

**A. Scope and purpose of the committee**

The committee is the prime mechanism through which the Board of Governors ensures that its membership is reviewed.

**B. Terms of reference**

The committee will:

1. consider and advise the Board of Governors on the composition and balance of the Board of Governors and its committees.
2. review the range of skills and experience of governors in the context of the needs of the board and its sub-committees.
3. gather nominations in respect of vacancies on the Board of Governors and determine and apply the processes whereby such nominations are screened and shortlisted, and make recommendations to the Board of Governors.
4. be committed to promoting and maintaining equality and diversity when recommending new governor appointments.
5. review and approve the recommendations of the Chair of the Board regarding the chairs and membership of the sub-committees of the board and report these annually to the board.
6. on expiry of the term of office of an independent governor, make recommendations to the independent members of the board regarding renewal and period of tenure, as appropriate.
7. on expiry of the term of office of a co-opted governor who is neither a member of staff nor a student, review the term of office of that governor and make recommendations to the independent members of the board regarding renewal and period of tenure, as appropriate.
8. Monitor the attendance of individual governors at board meetings.

**C. Membership**

The committee comprises:

- The Chair of the Board;
- Two independent members of the board;
- A staff governor;
- The Vice-Chancellor (ex-officio); and
- Student member of the Board of Governors (ex-officio).

The chair of the committee **is the Chair of the Board.**

The committee may, if it considers it necessary or desirable, co-opt members with particular expertise. Such a co-option requires the approval of the Chair of the Board who will report on his/her decision to the Board of Governors.

The attendance of any other person at meetings of the committee requires the approval of the chair of the committee upon consultation with the Vice-Chancellor.

**D. Quorum**

The quorum for meetings of the committee is three members.

**E. Servicing and support**

This will be provided by the **Clerk's Office.**

**F. Meeting schedule**

The committee shall normally meet once per year, normally in May.

**G. Sub committees**

None.

**H. Approval and revision**

This constitution will be reviewed and re-approved by the committee at its first meeting of every academic year, or sooner, if significant amendments are required.

**I. In-year revision record**

Section	Details of revision	Approved on

Approved: **[05/05/16]**

Endorsed by parent committee:

Received by university secretariat office:

Superseded: