

DE MONTFORT UNIVERSITY**BOARD OF GOVERNORS – NOMINATIONS COMMITTEE CONSTITUTION****A Scope and purpose of the committee**

The Nominations Committee is a committee of the Board of Governors.

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

In conducting its business, the committee should inform other subcommittees (and the board) of matters appropriate to their remit. The committee is responsible for identifying matters of potential ethical concern or activity that may lead to material adverse reputational risk to the university, and escalating such matters to the Board of Governors, as appropriate, in line with the university's Scheme of Delegation.

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 committees.
3. Gather nominations in respect of vacancies on the Board of Governors and determine and apply processes whereby such nominations are screened and shortlisted, and make recommendations thereon to the Board of Governors.
4. Be committed to promoting and maintaining equality and diversity when recommending new governor appointments.
5. On expiry of the term of office of an independent governor, make recommendations to the board regarding possible renewal and period of tenure, as appropriate.
6. Review and approve the recommendations of the Chair of the Board regarding the arrangements for chairing and membership of the committees of the board and report these annually to the board.
7. Propose to the board an independent governor mentor for the student governor(s) on the board.
8. Consider complaints made against governors.
9. Monitor the attendance of governors at board and committee meetings.

10. Consider annually a report concerning the engagements of the university Chancellor.

C Membership

The committee comprises:

- The Chair of the Board;
- Three independent members of the board;
- The Vice-Chancellor;
- Either elected staff member of the board; and
- Either student member of the board.

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 their decision to the Board of Governors.

D Attendance at meetings

The Registrar (Academic) and Secretary to the Board attends meetings of the committee. The attendance of any other person at meetings of the Nominations Committee requires the approval of the Chair of the committee upon consultation with the Vice-Chancellor.

E Quorum

The quorum for meetings of the committee is three members.

F Servicing and support

Servicing and support will be provided by the Governance Office.

G Meeting schedule

The committee shall normally meet once per year, normally in June, though further meetings of the committee can be scheduled should they be required.

H Reporting procedures

The minutes of the Nominations Committee will usually be presented to the Board of Governors following its annual meeting, though further minutes may be presented should additional committee meetings be held. Updates on business transacted by the committee shall be provided to the board by the Chair of the committee as required. Any items requiring Board of Governors' approval in the terms of the Scheme of Delegation will be presented for its consideration.

I Sub-committees

None.

J Approval and revision

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

In-year revision record

Section	Details of revision	Approved on

Approved: 5 June 2025

Endorsed by parent committee: 10 July 2025