

**GLASGOW KELVIN COLLEGE
BOARD OF MANAGEMENT
NOMINATIONS COMMITTEE
TERMS OF REFERENCE**

1. Membership

- 1.1** Chair of the Board of Management.
- 1.2** Vice Chair of the Board of Management.
- 1.3** Chair of the Learning and Teaching Committee.
- 1.4** Chair of the Finance and Resources Committee.
- 1.5** Chair of the Audit and Risk Committee.
- 1.6** One staff member of the Board of Management.
- 1.7** One student member of the Board of Management.
- 1.8** One non-executive member, appointed by the Board of Management.
- 1.9** In the case of the Appointments Panel for Board Member appointments an Independent Person shall be appointed in line with the Ministerial Guidance.
- 1.10** There shall be no co-option to the Committee.
- 1.11** The Committee may be attended, at the invitation of the Chair, by external individuals to provide specialist information and advice to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.
- 1.12** The Secretary to the Board shall act as Secretary to the Nominations Committee.

2. Chair of the Committee

The Chair of the Board of Management will act as Chair of the Committee. In the absence of the Chair, the Vice Chair undertakes this role or another non-executive member nominated by those present.

3. Quorum

- 3.1** The quorum shall be a minimum of three non-executive members.

3.2 When acting as an Appointments Panel for Board Member appointments, the minimum number of panel members shall be 4 comprising a minimum of two non-executive members and as required by Ministerial Guidance on College Board Appointments, an Independent Person.

3.3 In all circumstances, the majority of members at meetings of this committee shall be non-executive members of the Board.

4. Voting Rights

Voting rights rest only with Committee members who are full members of the Board of Management including the Independent Person when acting as Appointment Panel.

The Chair of the Committee possesses both a deliberative and a casting vote.

5. Meetings

The Committee will meet on an 'as and when required' basis.

6. Remit

6.1 To be responsible for selecting and nominating for the approval of Scottish Ministers, candidates, from a wide range of backgrounds, to fill any vacancies, which arise from time to time in the membership of the Board following a recruitment procedure in accordance with the Ministerial Guidance on College Board Appointments. This includes skill consideration, interviewing, assessing and recommending to Scottish Ministers candidates for membership of the Board of Management. Note: With respect to the selection and appointment of the Chair of the Board of Management or the Principal this will be a separate procedure governed through Scottish Government Ministers and would be subject of separate reporting to the Board of Management.

6.2 To give full consideration to succession planning for members of the Board, taking into account the challenges and opportunities which face the College.

7. Risk Management

To notify the Board of Management of any specific areas of risk identified by the Committee for its own area.

8. Reporting

The Chair of the Committee shall report on Committee business to the Board of Management with such recommendations, as the Committee may deem appropriate.

The agendas, associated papers and minutes for this Committee will be made available in accordance with the Board of Management's Standing Orders and Freedom of Information Publication Scheme.

Reviewed by the Nominations Committee:	-
Date of Next Review:	March 2029
Approved by the Board of Management:	March 2026 - TBC