

## **Governance Committee Terms of Reference 2015-16**

The Governance Committee is a committee of Council, and is responsible for considering and making recommendations to Council on nominations for co-option to membership of Council and its sub-committee; reviewing the Statement of Primary Responsibilities of Council, the role descriptions of the Chairman of Council, the members of Council, and the Treasurer, and terms of reference of the sub-committees.

### **1. Nominations**

- 1.1 To make recommendations to Council in respect of the appointment of:
  - [a] external Members of Council.
  - [b] to review and monitor the membership needs of the Council and its sub-committees and to solicit, receive and review names of potential members.
- 1.2 To advise Council on the establishment, terms of reference, composition, membership and dis-establishment of its sub-committees.
- 1.3 To advise Council on the appointment of Council representatives on other bodies, with which the College is affiliated, or has an association.
- 1.4 To review the skills base of Council, collectively and individually, and identify skills and expertise that would be of benefit to the governing body of the College.
- 1.5 To review the role descriptions of the Chairman of Council, the members of Council and the Treasurer.
- 1.6 To monitor the contribution made by Council Members.
- 1.7 To oversee the arrangements for Council member induction and development.

### **2. Corporate Governance**

- 2.1 To advise Council on proposed changes to the College's Charter and Ordinances.
- 2.2 To monitor and report to Council on the effectiveness of operation of the Council's sub-committees.

#### **Membership of Governance Committee**

- The Chairman (ex-officio) who will be the Chairman of the Committee
- President and Principal (ex-officio)
- The Vice-Chairman of Council (ex-officio)
- Two external members of Council
- One elected staff member of Council

#### **Mode of Operation**

Governance Committee meets at least once per year, and may conduct additional meetings, including by circulation should membership matters requiring urgent recommendation to Council arise during the course of the year.