

**AD HOC APPOINTMENTS COMMITTEE**  
**TERMS OF REFERENCE**

**1      CODE OF CONDUCT**

All Members are required to adhere to the Code of Conduct as set out in the Good Practice Guide for Governors.

**2      AUTHORITY OF THE COMMITTEE**

The Committee shall be an executive body and shall report its decisions to the Board.

**3      DUTIES OF THE COMMITTEE**

1. To act as the appointing authority in accordance with the procedures for the appointment of Independent Members to the Board of Governors (RBL4).
2. To receive a list of nominations for Independent Membership which have been received by the Clerk to the Governors and considered by the Nominations Committee.
3. To receive the recommendations(s) of the Nominations Committee.
4. To determine by a majority vote of those present, appointments of Independent Members to the Board of Governors.

**4      MEMBERSHIP**

All current Independent Members of the Board of Governors.

**5      QUORUM**

Quorum shall be not less than half of the number of members eligible to vote.

**6      APPOINTMENT OF CHAIR**

The Chair will be appointed by members of the Committee at the commencement of each meeting.

**7      FREQUENCY OF MEETINGS**

Meetings shall take place as and when required.

**8      ATTENDANCE AT MEETINGS**

Meetings shall only be attended by Independent Members. The Clerk to the Governors shall service all meetings of the Committee.

## **9      COMMITTEE REPORTING**

The minutes will be circulated in accordance with the Good Practice Guide on 'Minutes' (Para 1.25 to 1.29), 'Implementation of Decisions' (Para 1.30) and 'Approval of Minutes' (Paras 1.31 to 1.33).

## **10     REVIEW**

The Terms of Reference of the Committee shall be reviewed by the Board of Governors at the first meeting in every academic year.