

PROCEDURES FOR APPOINTMENT OF MEMBERS OF THE CORPORATION

1 Members Directly Appointed by the Corporation

- 1.1** On the occurrence of a vacancy, whether through resignation or determination of period of office, the Search Committee shall examine the Corporation's requirements for skills knowledge and experience and seek candidates for appointment in accordance with the needs thereby revealed.
- 1.2** All candidates for direct appointment by the Corporation shall, on the first occasion of their application and/or invitation, be interviewed by the Search Committee in order that an opinion as to their suitability for appointment may be formed.
- 1.3** All persons seeking re-appointment to the Corporation may also be interviewed by the Search Committee in order that an opinion as to their suitability for re-appointment may be formed. In any event, persons seeking re-appointment to the Corporation shall be considered on an equal basis with other candidates having the same or similar skills who have expressed an interest in becoming members of the Corporation.
- 1.4** The Search Committee shall, after having considered the matter, make a single recommendation to the Corporation for an appointment.
- 1.5** Reasons for the Committee's recommendation shall be recorded in the minutes of its proceedings.
- 1.6** Persons not recommended for immediate appointment may, at the Committee's absolute discretion, be placed on a shortlist for consideration in the light of possible future appointments.
- 1.7** The Corporation shall appoint, or decline to appoint, by resolution the recommended candidate, except that an existing member shall be disqualified from voting on her/his own re-appointment.

2 Staff Nominee Members

- 2.1** Members shall be appointed for a period of four years, subject to a test of eligibility, by the Corporation, following election for nomination by all members of the College staff in accordance with procedures set out below in "Procedure for the Election of Staff Nominee Members of the Corporation".
- 2.2** Any member of the College staff, other than the Principal and the Clerk to the Corporation, is eligible to stand for election and all members of the College staff, other than the Principal and the Clerk to the Corporation, may vote in a poll. For the avoidance of doubt it is herein stated that for the purposes of this paragraph if the Clerk to the Corporation holds another appointment within the College, s/he is neither eligible to stand for election nor to vote. Also for the avoidance of doubt it is herein stated that senior post holders other than the Principal and the Clerk to the Corporation (if also a senior post holder) are eligible to stand for election and to vote. Also for the avoidance of doubt, the Clerk to the Corporation may vote as a proxy for staff members who do not have access to the College intranet.

- 2.3** There is no distinction made between teaching and non-teaching staff, nor between full-time and part-time staff, in relation to the election of staff nominee members. For the avoidance of doubt, "staff" is defined as persons (other than the exclusions set out in 2.2 above) holding a contract of employment with the College or Corporation on the day of the proposed poll and whose names have been entered on the register of electors used for the election.
- 2.4** In the event that no candidate offers her/himself for election, the Chair of the Corporation in his absolute discretion shall seek a volunteer for nomination from among the eligible College staff.

3 Student Nominee Members

- 3.1** Members shall be appointed by the Corporation for a period commencing on the date of the Spring Term Corporation meeting and terminating on the date prior to that of the following Spring Term Corporation meeting or to fill the unelapsed portion of a period to the said date, subject to a test of eligibility, following nomination by the Student Council of Hills Road Sixth Form College in accordance with any approved procedure adopted by the Council.
- 3.2** In the event that no student is nominated, the Corporation shall so far as is reasonably practicable circulate to all students a notice of the vacancy and advise the Student Council of any expressions of interest for the purposes of nomination.

4 Parent Nominee Members

- 4.1** Members, who shall be parents of full-time students aged under 19 on the date of the appointment, shall be appointed by the Corporation for a period of one year (commencing 1st August) or to fill the unelapsed portion of a year to 31st July, subject to a test of eligibility, following nomination by the Parents' and Friends' Association of Hills Road Sixth Form College in accordance with any procedure adopted by the Association.
- 4.2** In the event that no parent is nominated, the Corporation shall so far as is reasonably practicable circulate to all parents a notice of the vacancy and advise the Parents' and Friends' Association of any expressions of interest for the purposes of nomination.

5 Principal

- 5.1** At her/his option, the Principal is a member of the Corporation for the period of her/his tenure of office.