Standing Orders of the Governors

Part 6: Nominations Committee

32  Terms of Reference

32.1 The Nominations Committee makes recommendations to the Governors on the appointment of:
   32.1.1 The President;
   32.1.2 The Chair and Deputy Chair of Governors;
   32.1.3 The Independent Governors;
   32.1.4 The membership of the Finance and General Purposes Committee; the Audit Committee; the Remuneration Committee; and such other committees as the Governors may from time to time direct;
   32.1.5 The Fellows of the College;
   32.1.6 The Honorary Life Members of the College.

33  Scheme of Membership

33.1 The Members of the Nominations Committee are:
   33.1.1 The Chair of Governors;
   33.1.2 The Deputy Chair of Governors;
   33.1.3 The Master;
   33.1.4 Two Academic Governors;
   33.1.5 A nominee of Birkbeck College Students' Union;
   33.1.6 Three other independent Governors.

33.2 The Members are appointed annually by the governing body in the prior summer term.

33.3 The Committee shall be chaired by an independent Governor.

33.4 The quorum is four members, including at least one independent Governor.

34  Criteria for selection of independent Governors

34.1 The Nominations Committee is responsible for selecting the eleven independent members of the governing body. In doing so, the Committee shall ensure that a balance of skills and experience is maintained among individual Governors sufficient to enable the governing body to meet its primary responsibilities and to ensure stakeholder confidence.

34.2 Skills and experience are especially important in the following areas:
   34.2.1 Finance;
34.2.2 Social, Cultural and Community interests;
34.2.3 Charities;
34.2.4 Law;
34.2.5 Business and Management;
34.2.6 Property and buildings;
34.2.7 Education.

34.3 The University of London, the City of London and the alumni of the College are significant in the affairs of the College. The Nominations Committee shall make recommendations for appointment of independent Governors in consultation with the City and the University where appropriate and shall also take account of the role played by the College’s alumni when considering the balance of skills and experience among the independent Governors.

34.4 The Nominations Committee shall ensure a breadth of skills among the independent Governors enabling them to fulfil the following roles:
34.4.1 Chair and Deputy Chair of the governing body;
34.4.2 Chair and members of the Finance and General Purposes Committee;
34.4.3 Chair and members of the Audit Committee, at least one of whom should have a background in finance, accounting or auditing. No member may also be a member of the Finance and General purposes Committee;

34.5 The Nominations Committee shall have regard to the need to ensure long term continuity in the balance of Governors’ skills and experience and shall keep under review the full range of Governors’ areas of expertise and their terms of office.

34.6 The Nominations Committee shall have regard to the need to maintain diversity in the membership of the governing body.

35 Procedure for the selection of independent Governors

35.1 The Nominations Committee shall meet annually in the summer term to consider nominations for the appointment of independent Governors and of co-opted expert members of Governors’ Committees.

35.2 Recommendations should be consistent with the criteria for selection of independent Governors.

35.3 The governing body shall formally appoint independent Governors and co-opted expert members of Governors’ Committees.

35.4 At its meeting, the Nominations Committee shall also consider the membership of the Governing Body as a whole, taking account of the need for succession planning and the areas of expertise and anticipated dates of retirement of all Governors. Anticipated vacancies for independent Governors should be noted in good time so that suitable nominees can be identified.