

BORDERS COLLEGE
CHAIR'S COMMITTEE
TERMS OF REFERENCE (Draft)

1 Constitution

A minimum of five members – Regional Board Chair and a minimum of four other Members of the Regional Board. There will be no SMT representative unless requested to attend by the Chair.

1.1 Quorum: Three members of the Committee will constitute a quorum.

1.2 Chair: The Regional Board Chair shall be Chair.

2 Terms of Reference

- 2.1** To advise the Regional Board on the selection/appointment of the Principal and Board Secretary;
- 2.2** To advise the Regional Board on any matters relating to the misconduct on the part of the Principal, Board Secretary or Board member;
- 2.3** To manage staff disciplinary procedure appeals in the case of dismissal;
- 2.4** To manage grievance procedure for staff where the grievance is against the Principal;
- 2.5** To manage grievance appeals where the grievance is against a member of the Senior Management Team;
- 2.6** To oversee any urgent matter that may affect the operation of the College;
- 2.7** To consider and make recommendations to the Regional Board on any matters of unusual or special interest not within the remit of another Committee.

Note: The membership of this Committee will be constituted for each meeting to reflect the issues to be dealt with.

Approved by the Board – March 2017 Date of next Board review – December 2017