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# REGIONAL BOARD REPORT

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| **Subject:** Board Committee Structure | **Purpose:**<br>**For Approval** ☒<br>**For Discussion** ☐<br>**For Information** ☐ |
| **Prepared by:** James Ayling | **Date:** 6 June 2018 |

**Purpose:**
To present to Board members for approval a number of proposals regarding the current committee structure

**Linked to Strategic Goal 3: Provide a high quality College experience.**

**Executive Summary:**

Proposals regarding committee structure and membership of the Board.

The following committees of the Board are currently in place:

Finance & General Purposes Committee
Curriculum & Quality Committee
Human Resources Committee
Nominations Committee
Audit Committee
Remuneration Committee
Chairs Committee

The Chair, Vice Chair and Board Secretary have recently met and reviewed the above structure and membership and after consideration make the following proposals to the Board.

<u>Human Resources Committee</u>
This committee currently meets only once a year with the majority of HR matters being dealt with at operational/Executive level. It is proposed that this committee is discontinued and that its remit be transferred to the Finance & General Purposes Committee.

<u>Nominations Committee</u>
This committee is short of one member. It is proposed that the Vice Chair, Elaine Acaster joins this committee.

<u>Finance & General Purposes Committee and Curriculum & Quality Committee</u>
It is proposed that David Johnson, given his experience and background, who has now joined the Board be appointed to each of these committees.

<u>Quorums</u>
As members will be aware each committee, like the Board, requires a minimum number of members to be present before any business can be approved. It is appreciated that our members may occasionally be unable to attend and this may result in insufficient members being present to constitute a quorum, resulting in certain matters being unable to be dealt with or requiring subsequent ratification.

Increasing the number of members on each committee would ameliorate the position and therefore Board members are requested to consider joining an additional committee. The Chair and Vice Chair would then review how best to allocate the additional members to the various committees based on skills and experience.

For information, the Board Secretary will investigate the possibility of the Board appointing one or more members of the Board as alternate members of any committee who may replace any absent member at any meeting of a committee.

Additional Board Member

Following the appointment of David Johnson there remains one unfilled Board member position. It is proposed that a recruitment campaign to fill this position be commenced in August 2018 and that the Nominations Committee be instructed to proceed with this.

Committee Terms of Reference

Terms of Reference will be amended as necessary.

**Recommendation:**

That the Board approve the proposals made within the report.

**Previous Committee Approvals:**

n/a

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| **For publication** ☒ | **For publication with redactions** ☐ | **Not for publication** ☐ |