
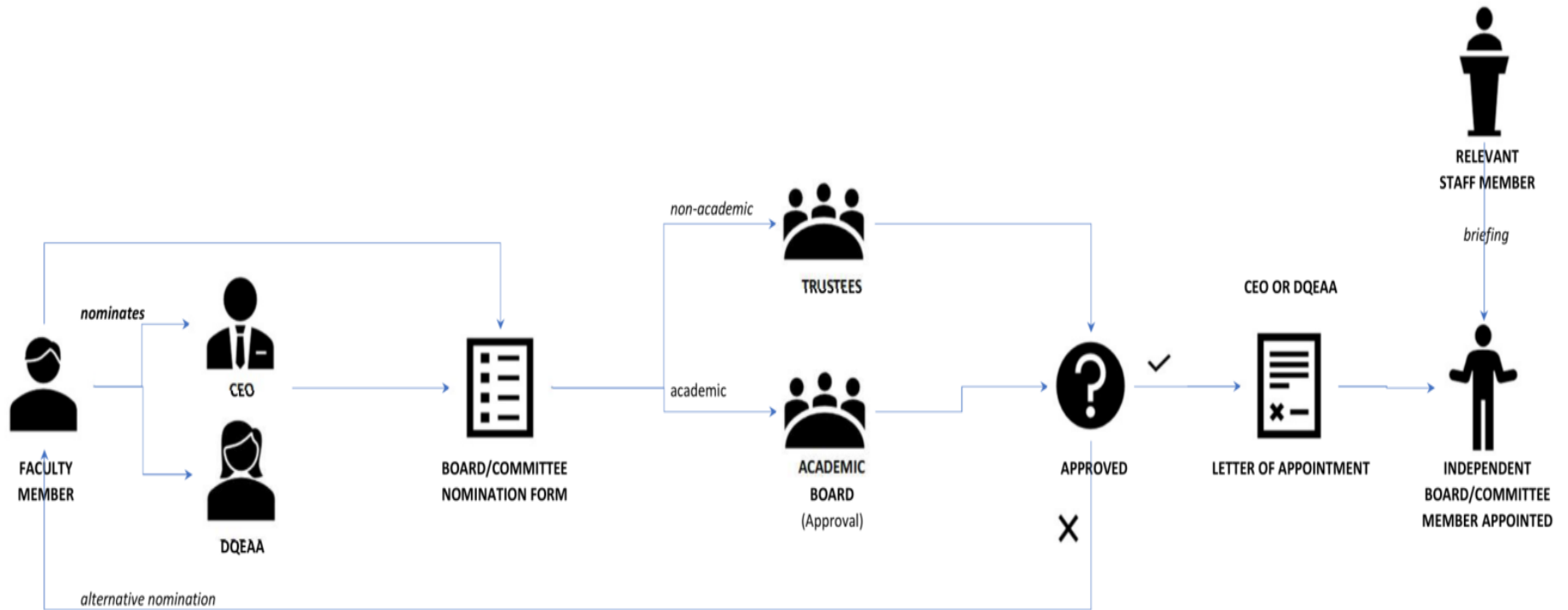


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED:
	10.1 APPOINTMENT OF INDEPENDENT BOARD/COMMITTEE MEMBERS	10) OTHER PARTIES INVOLVED IN EDUCATION AND TRAINING	2.0	AUGUST 2020



Introduction and Context:

SNMCI, in line with national and international norms, recognises the importance of independent monitoring and informed, independent oversight of significant decisions.

The purpose of this document is...

- To set out SNMCI's policy with regard to the nomination and appointment of Independent Board/Committee Members
- Note: This policy does not include the appointment of External Examiners. (see QA 6.10)

Policy Statement:

- Independent Board/Committee Members will be appointed as needed across a range of Boards and Committees in the College
- Independent Board/Committee Members are nominated in recognition of their qualifications, experience and ability to fulfil the duties of the role.
- Independent Board/Committee Members will have sufficient qualifications, knowledge, seniority and experience in the field of academia and/or industry to contribute to the Board or Committee to which they have been recruited;
- Where a need is identified, for Independent Board/Committee Members, who are expected to commence office at the beginning of the new academic year, nominations should be submitted in good time to the Director of Quality and Academic Affairs (DQAA) (academic) or the CEO (Governance/HR/Financial/Corporate);
- It is the responsibility of the nominator to seek to ensure that any individual recommended as an Independent Board/Committee Member:
 - o Has an appropriate level of expertise and experience
 - o Has no existing, or prior connection with the College that would call into question their ability to exercise objective, impartial and independent judgements.
 - o Is not a former member of staff before a lapse of five years (minimum)
 - o Is not a former External Examiner before a lapse of five years (minimum)
 - o Is not a former student of the College before a lapse of five years (minimum)
- It is the responsibility of the DQAA to issue letters of appointment following approval by the Academic Board (Academic)
- It is the responsibility of the CEO to issue letters of appointment following approval by the Board of Trustees (Governance/HR/Financial/Corporate)
- It is the responsibility of the DQAA and/or CEO to ensure that the new Independent Board/Committee Member is provided with all relevant information (See procedure below)

- It is the responsibility of the DQAA and/or CEO to ensure that the new Independent Board/Committee Member is informed of any changes affecting their roles and responsibilities.

Period of Appointment:

- Independent Board/Committee Members are normally appointed for a maximum five-year period
- If the Independent Board/Committee Member wishes to resign before the expiry of his/her normal period of office, he/she must write formally to the DQAA and/or CEO, giving sufficient notice for the appointment of a replacement.

Staff/Bodies Involved:

CEO; Director of Quality and Academic Affairs (DQAA); Academic Board; Board of Trustees;

	Person/s Responsible	Records generated to ensure evidence of follow through
<p>Procedure for Appointing External Examiners:</p> <p>Stage One</p> <ul style="list-style-type: none"> - Any member of staff may nominate an individual for the position of Independent Board/Committee Member; - Nominations are brought to the DQAA and/or CEO as appropriate; - Nominator and DQAA and/or CEO complete the Independent Board/Committee Member Nomination Form (FQA 10.1) - In the case of academic appointments the DQAA will circulate relevant documentation to the Academic Board; - In the case of other appointments the CEO will circulate relevant documentation to the Board of Trustees - It is the role of the Academic Board /Board of Trustees to assess the nominees' qualifications and experience and to identify any conflict of interest <p>Stage Two</p> <ul style="list-style-type: none"> - Once the nomination has been approved by the Academic Board/Board of Trustees the DQAA/CEO contacts the nominee to discuss the proposed appointment and to assess availability etc. 	<p>Nominator</p> <p>Nominator DQAA/CEO</p> <p>Academic Board</p> <p>DQAA/ CEO</p>	<p>Board/Committee Member Nomination Form (FQA 10.1)</p> <p>Minutes of Academic Board</p>

