# University of the Highlands and Islands

# Nominations Committee – Terms of Reference Constitution

The University of the Highlands and Islands Court has established a committee of the governing body known as the Nominations Committee.

**Terms of Office**

Members who are members of the Court shall have periods of office co-terminous with their appointment to the Court. Members who are ex officio shall have periods of office co-terminous with their appointment as chair of a relevant college board or their employment at the University of the Highlands and Islands; independent members shall be appointed for a period of three years and shall be eligible for re-appointment for one further period of three years and may, in exceptional circumstances be reappointed for one further period of three years, but thereafter shall not be eligible for reappointment.

At least one member should have experience and knowledge of Human Resources or Organisational Development.

**Authority**

The Committee is authorised to seek advice from the Court and the broader community of the University, to make such enquiries about suggestions received within its Terms of Reference, and to make recommendations to the Court.

# Proceedings

Meetings shall normally be held twice per year.

# Terms of Reference

The Nominations Committee is responsible for reviewing the balance of skills and experience of independent members on Court and committees of Court and for making recommendations to Court in relation to the appointment of independent members.

1. To review the experience and expertise within the Court and to seek out and recommend new independent members.
2. To regularly review the composition of Court including: equality, diversity, succession planning, induction processes and any development requirements.
3. To review the skills, experience, and preference areas of members to facilitate the appointment of independent members to Court and its Committees
4. To ensure that appropriate annual effectiveness reviews of Court and Committees of Court are completed annually in accordance with obligations set out within the Scottish Code of Good HE Governance.
5. To provide for the consideration of the Court, a list of names for membership of Court Committees.

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| Last updated: | 27 October 2022 |
| Last Reviewed and agreed by the Committee: | 03 August 2021 |
| Approved by Court: | 22 September 2021 |
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# Membership (as of 27 October 2022)

# Membership

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| Vice Chair of Court (ex officio) | Andrea Robertson |
| **Members** | |
| Chair of Court (ex officio) | Alastair MacColl |
| Interim Principal and Vice Chancellor *(ex officio)* | Vicki Nairn |
| President of the Highlands and Islands Students Association (HISA) (*ex officio*) | Heather Inness |
| Student Governor | Madeleine Brown |
| Court-appointed members (3) | **VACANCY as of October 2021**  Mei-Li Roberts – Staff Governor  Fiona Maclean – Rector |
| **In attendance** | |
| University Secretary | Sheena Stewart |
| Director of Corporate Governance | Roger Sendall |