Dear members of University Court,

ELECTION TO THE NOMINATIONS COMMITTEE OF COURT

Nominations are sought for two members of Court to serve on the Nominations Committee, with immediate effect.

The primary function of the Nominations Committee is to identify suitable individuals to serve as lay members on the University’s Board of Trustees. Further information about the Nominations Committee is set out in the appendix to this letter.

The Nominations Committee is particularly keen to encourage nominations from members of Court with interest in and experience of:

- Governance; and/or
- Recruiting/interviewing non-executive board members.

To stand for election to the Nominations Committee, please return a completed online nominations form by 5pm on Friday 20 September 2019. Details of how to complete the online nominations form are set out on our website.

Should there be more than two candidates for the two vacancies there will be a ballot and the candidates with the greatest number of votes will be declared elected. Further information about the elections process is set out in the appendix to this letter.

Please do not hesitate to contact the Governance team (telephone 0117 42 83169) if you have any further queries about the role.

Hannah Quinn
Head of Governance & Executive Support
FURTHER DETAILS

1. The Nominations Committee
The Nominations Committee (the “Committee”) is an important body within the University’s governance processes. Its primary function is to identify suitable individuals to serve as lay members on the University’s Board of Trustees.

The Committee is chaired by the Chair of the Board of Trustees and meets two or three times each year, depending on its workload. Its composition includes lay members of the Board and two members of Court, who are elected to the Committee by their fellow members of Court.

When vacancies arise for lay members of the Board of Trustees, the Committee establishes a selection panel which carries out interviews and then recommends appointments to the Board of Trustees. At those interviews, it is customary for one of the Court representatives to sit on the selection panel.

2. The vacancy
There are two vacancies for Court members on the Committee with immediate effect and, subject to the number of applications received, there may be an election to fill these vacancies.

Nominations are therefore sought for two members of Court to serve on the Committee. Membership is usually for three renewable three year terms, subject to a maximum of three such terms. However, as Court membership is staggered, terms may vary dependant on who is appointed. Your term will be confirmed if you are appointed to the Committee.

The remaining Committee meetings in the 2019/20 academic session will take place on 11 February 2020, 1000, and 12 June 2020, 1400, at the University. Members who are interested in standing for election should ideally be able to attend those meetings.

3. Desired skills and experience
In view of its function, the Committee is eager to ensure that it has the appropriate balance of skills, experience and expertise in order to select appropriate candidates for the lay members of the Board of Trustees.

The Committee therefore is particularly keen to encourage nominations from members of Court with interest in and experience of:
- Governance; and/or
- Recruiting/interviewing non-executive board members.

4. The election process
Members of Court may stand for election to the Committee by sending the University Secretary a completed online nominations form signed by two members of Court (other than themselves), by 5pm on Friday 20 September 2019. The link to the form is here.

Should there be more than two candidates for the two places there will be a ballot and the candidates with the greatest number of votes will be declared elected. If an election is held it will be conducted by single transferable vote. If a ballot is required, members of Court will be notified and will be sent ballot papers. The outcome of the election will be formally announced in mid-October.