

AIHE COUNCIL Nominations Committee

TERMS OF REFERENCE

1. ESTABLISHMENT

When:	Original approved 20/06/2019
By what authority:	AIHE Council in accordance with Clause 237 of the Constitution
For what period:	Indefinitely

2. TERMS OF REFERENCE

Nature: The Nominations Committee assists Council in fulfilling its responsibilities relating to the size and composition of the Council, including Council diversity. It also assists Council in fulfilling its responsibilities relating to the appointment of the Chair of Academic Board.

Terms of Reference: The roles of the Nominations Committee include, but are not limited to:

- monitoring, reviewing and making recommendations on matters relating to the size and composition of the Council;
- formally assessing and making recommendations to the Council in relation to the appropriate mix of skills, experience, expertise and diversity required on the Council, and assessing the extent to which these are represented on the Council;
- establishing a formal and transparent process for the identification and selection of suitable candidates for appointment to the Council and the reappointment of incumbent members, including the review of individual performance of members;
- making recommendations to the Council regarding the appointment and reappointment of members;
- making recommendations to the Council regarding the appointment of the Chair of Academic Board;
- considering any other matters that may be referred to the Committee by the Council.

Reporting line: To AIHE Council

Quorum: The quorum of the Committee will comprise any two members.

Procedures: Determined by itself

Frequency of meetings: As required

List of any sub-committees: None

3. MEMBERSHIP

Any categories prescribed: The Chair of the Council
Up to 2 Council members, appointed by the Council.

Term of Office: Two years, after which members will be eligible for reappointment.

Attendance: Any other person may attend a meeting of the Committee at the invitation of the Chair.

Agenda: Must have statements on the declaration of any conflict of interest. Minutes will be prepared by the Secretary to the Committee.

Minutes: The minutes of the Nominations Committee must be approved within 5 business days of the meeting and clearly show those matters recommended to the Council for decision.

Secretary to the Committee

Original issue date: 20/06/2019	Developed by: AIHE
Current issue date: 20/06/2019	Update responsibility: Council
Due for review: 20/06/2021	