

## **CORPORATION CHAIRS' COMMITTEE**

### **Constitution, Proceedings and Terms of Reference**

#### **1 Constitution**

- 1.1 The Corporation Chairs' Committee is not a formal Committee of the Corporation but a discussion group. It does not have any executive decision-making powers and will not deal with matters which properly fall within the remit of the Corporation or any of its Committees.
- 1.2 The Corporation Chairs' Committee shall comprise:
  - the Chair and Vice-Chair of the College's Corporation
  - the Chairs of each of the Corporation's Committees
  - the Principal and Senior Management Team
  - the Clerk to the Corporation
- 1.3 Corporation Members who are not members of the Corporation Chairs' Committee have the right of attendance at meetings.

#### **2 Proceedings**

- 2.1 The Chair of the Corporation, or in his/her absence, the Vice-Chair, will chair the Corporation Chairs' Committee.
- 2.2 The Corporation Chairs' Committee will meet when convened with the agreement of the Chair of Corporation and the Principal, or when so directed by Corporation.
- 2.3 The Clerk to the Corporation will make arrangements for the servicing of the meetings. Notes will be taken which will be available to all Corporation members.

#### **3 Terms of Reference**

- 3.1 To make recommendations to Corporation or Committee Chairs that assist in efficient management of Corporation business
- 3.2 To address any matters referred to it by Corporation concerning in particular (but not exclusively) the management of Corporation business and Inspections
- 3.3 To assist the Chair of Corporation and the Principal in planning training or similar events

- 3.4 To receive briefings, or hold informal discussions with senior management, on strategic issues on the horizon.

#### **4 Review of Constitution, Proceedings and Terms of Reference**

- 4.1 The Committee's Constitution, Proceedings and Terms of Reference, as set out in this document, shall be kept under review by both itself and the Corporation and be the subject of formal review by the Corporation at least once every four years.

Next review: March 2015