**BOARD OF TRUSTEES**

**Warwick Students’ Union**

**Search and Nominations Committee**

**1. Terms of Reference**

1.1 To advise the Board of Trustees and to review on behalf of the Board of Trustees, procedures for the selection and appointment of new Lay Trustees and Student Trustees, having at all times due regard for the provisions in the Memorandums and Articles of Association of Warwick Students’ Union

1.2 To advise the Board of Trustees and to keep under review on their behalf the appropriateness of current membership and gaps in current membership in light of the Union’s strategic priorities and the expertise within the Board of Trustees in order to inform the selection process for new members.

1.3 To act as Search Committee for new Lay Trustees and new Student Trustees in accordance with agreed procedures. Proposals for new Lay and Student Trustees must be ratified by Union Council and the Board of Trustees.

1.4 To oversee and monitor the induction of new Trustees and the training of existing trustees; to review annually the attendance/ commitment and effectiveness of all Trustees using best practice and suitable processes.

1.5 To oversee the processes for reappointment of Trustees at the end of their term of office where further terms of office are permitted under the Memorandums and Articles of Association.

1.6 To review the Terms of Reference of the Board of Trustees Sub Committees and Code of Conduct for Trustees every 3 years as a minimum. All proposed changes must be approved by the Board of Trustees

**2. Membership and Conduct**

2.1 Search and Nominations committee will consist of up to 3 Sabbatical Officer Trustees one of which will be the President, two Student Trustees and up to two Lay Trustees, as agreed by the Board annually.

2.2 The Chief Executive and the Student Development Manager shall be in attendance.

2.3 The Committee shall elect its own Chair.

2.4 The Committee will have a quorum of half of its membership plus one for business.

2.5 The Committee shall meet at least three times per year. Meetings will be called by the Chair of the Search and Nominations Committee and will give members enough notice to attend.

2.6 Meetings will be administered by a member of the SU’s administrative team under the supervision of the Governance and Executive Office Manager.

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