

Process for Identifying, Nominating and Appointing Members of Council and Committees – Internal

When there is a vacant staff or student seat on Council or a standing committee of Council (excepting the Academic Board) the College Secretary will issue a call for nominations to the College community through the Senior Management Team, College staff through email, and the KCLSU/UCU as appropriate. Information about the vacancy will also be posted on the College Secretariat's webpage and the King's staff newsletter.

Nominators must be members of the College community: staff for staff nominations and students for student nominations. Nominations must include:

- Written confirmation that the candidate is eligible to be considered for the position and willing to assume the seat if selected
- A statement from the candidate (if self-nominated) or primary nominator explaining the candidate's suitability for the role, in accordance with the criteria provided in the call for nominations
- Two additional letters of support from members of the College constituency for the seat
- The candidate's curriculum vitae

Nominations must be submitted to the College Secretary by the deadline provided in the call for nominations. Electronic submission is permitted.

For seats on Council, nominations will be reviewed by the Governance & Nominations Committee. A short-list of interviewees will be compiled. Interviews will be conducted by a subcommittee of the Governance & Nominations Committee to include the Chair of the Council (or designate,) at least one other member of the Governance & Nominations Committee, and the College Secretary as resource staff. At the Chair's discretion, additional members of Council or the senior management team may be added to the subcommittee. A report will be provided to the Governance & Nominations Committee, including a ranked list of the nominees interviewed. The final determination as to which candidate to recommend to Council will be made by the Governance & Nominations Committee.

For seats on standing committees, nominations will be reviewed by a subcommittee consisting of the current Chair of the standing committee concerned, at least one other member of the committee concerned, a member of the senior management team designated by the Principal, and the College Secretary (or designate) as resource staff.

In considering candidates, the Governance & Nominations Committee will remain mindful of:

- The current skill sets required for the seat concerned.
- The need to meet the College's commitment to equality and diversity.
- The need for succession planning across the governing structure.
- Any specific criteria contained in the call for nominations

When a committee member is eligible for reappointment, the reappointment recommendation will be made to Council by the Governance & Nominations Committee on the advice of the Chair of the relevant standing committee.

When a Council member is eligible for reappointment, the reappointment recommendation will be made to Council by the Governance & Nominations Committee after consideration of the member's performance in the current term and Council's ongoing needs for diversity, for particular skills and for succession planning.

All appointments and re-appointments, whether for Council or committee seats, must be approved by Council.