

1. **PROCESS FOR GOVERNOR APPOINTMENTS**
2. **GOVERNOR ROLE DESCRIPTION**
3. **SAMPLE INTERVIEW QUESTIONS**

1. **PROCESS FOR GOVERNOR APPOINTMENTS**

All Governors shall be appointed by the Governing Body (referred to as the Corporation in the Instrument of Government).

1. At the instruction of the Governors' Appointments Committee, the Clerk shall invite applications from individuals interested in joining the Governing Body. Such invitations may be made by contacting selected bodies or individuals or by advertising. Potential candidates may also be introduced personally by current Governors or by members of staff.
2. All applicants shall be sent an application pack containing: -
 - Information about being a Governor (Thinking of Becoming a Governor of the College?),
 - Governor application form,
 - Supporting information (Process for Governor Appointments, Governor Role, Sample Interview questions),
 - Governors' Code of Conduct.
3. Applicants are requested to supply a current CV. The names of two referees are requested who may be contacted following an applicant's meeting the Search and Governance Committee.
4. Upon receipt of completed application forms, applicants shall be assessed on the basis of the application form / CV against current needs of the Governing Body. Suitable applicants shall be invited by the Clerk to attend an informal meeting of the Search and Governance (two or three Governors, including the Chair or Vice-Chair).
5. A campus tour may be offered before an application is made, but in any event, applicants shall also be offered a campus tour when they come to meet the Committee.
6. The Search and Governance Committee shall interview applicants (sample questions enclosed) to assess relevant professional and personal experience and the applicant's perceptions of how he/she would contribute to the sound governance of the College.
7. The Committee shall make recommendations to the Governing Body for appointments.
8. Subject to Governing Body approval, the Clerk shall write to the applicant, requesting completion of a register of interests form and a signed copy of the Code of Conduct.

9. New Governors shall be offered an induction programme bespoke to their needs and interests.

2. GOVERNOR ROLE

Main activities and responsibilities:

1. To make every effort to attend and to contribute actively to Board and Committee meetings as appropriate
2. To play an active role in the high level strategic planning process of the College by contributing to:
 - The development of the College's mission and vision
 - The development of its strategic priorities
 - The monitoring of achievement against targets
 - The development of plans to address weaknesses
3. To play an active role in one or more of the following:
 - Overseeing the management of financial, human and physical resources
 - Scrutinising the quality of College teaching and learning and the student experience
 - Audit processes
 - Setting senior post holder pay policy
 - The recruitment of new Governors
3. To contribute to the regular monitoring of the financial health of the College
4. To link with a particular area of the College's organisation and thus become acquainted with aspects of the College business
5. To undertake training and development activities organized by both the College and external bodies; and to keep a log to report back to Governors about individual training
6. To participate in the life of the College community by attendance at College events and achievement celebrations
7. To adhere to the Code of Conduct

Term of Office

Two years is the usual initial term, which may be slightly extended to take into account the college year. No governor may normally serve for longer than 8 consecutive years.

Commitment:

- Achieve 80% attendance

- Attend the Board meetings (three main meetings and two planning sessions)
- Join one Committee
- Attend annual planning conference Take up additional training opportunities and College-based events and (to suit needs and interests)

3. SAMPLE INTERVIEW QUESTIONS

- We are aiming for a broad mix of skills, experience and backgrounds on the Board and are currently looking specifically for people with {insert relevant skills, knowledge and experience}
- How do your skills, experience, background fit with our current needs?
- Or perhaps you think you can offer other expertise which might benefit our students?
- Can you tell us about any similar experience you have, making strategic decisions at governor or trustee or executive level in other organisations?
- What attracts you to being a Governor at this College?
- Is there a particular curriculum areas you are interested in; and would you be willing to link with this area?
- What do you think a college like Ealing, Hammersmith & West London College can offer to people in London?
- What questions would you like to ask us about the College and the Corporation?