

REMUNERATION COMMITTEE

TERMS OF REFERENCE

The **Committee's role** is to consider employment issues as they relate to the Principal and the Clerk.

The Committee is an advisory Committee of the Corporation. Its **responsibilities** are:

- a. To recommend to the Corporation rules for the conduct of the Principal and the Clerk.
- b. To recommend to the Corporation systems for the appraisal of the Principal and the Clerk.
- c. To recommend to the Corporation terms and conditions of service for the Principal and the Clerk.
- d. To carry out a periodic review of the pay of the Principal and the Clerk and to make recommendations to the Corporation thereon.

MEMBERSHIP

- The Committee shall comprise of the Corporation Chair and Vice Chair and a minimum of 3 other Governors, one of whom should have experience gained in commerce or industry or human resource management.
- The Committee may co-opt up to two people with significant relevant experience of human resource management at a senior level that has been gained in commerce or industry and are preferably professionally qualified.
- The Principal, staff and student Governors of the Corporation may not be members of the Remuneration Committee.
- Co-opted Governors shall not be staff or students of the College or related to Governors of the Corporation or to any member of staff of the College. Co-option will be for twelve months at a time, ending on 31 October.
- The quorum will be 3, and at least two of those present must be either external Governors or co-opted members.
- A member who ceases to be a member of the Corporation for whatever reason will automatically cease to be a member of the Committee.
- The Committee will meet as often as is necessary to fulfil the Committee's responsibilities, but not less than once per year.
- Agendas for the meetings shall be distributed 7 calendar days prior to each meeting.