

Board of Management**MINUTES of the MEETING of the SEARCH AND NOMINATION COMMITTEE held via Microsoft Teams on Thursday 10 September 2020**

PRESENT: John Wilson, Sarah Burton, Donald MacKenzie
APOLOGIES: Innis Montgomery
CHAIR: Sarah Burton
ATTENDING: Principal
Secretary to the Board of Management

There were no declarations of interest.

1. MINUTES

The minutes of the Meeting of the Committee held on 12 September 2019 were **ACCEPTED** as a correct record and were **APPROVED**.

2. BOARD MEMBER RECRUITMENT

A report by the Board Secretary provided the Committee with details of the proposed recruitment campaign.

This report focused on three key aspects:

- Skills Matrix – the Committee **AGREED** the skills required.
- Job Advert and Job Role and Description – the Committee highlighted a number of small changes within both of these documents.
- Draft Timeline

Donald MacKenzie left the meeting at this point.

It was **AGREED** that prior to the start of the autumn campaign, the following actions should be progressed:

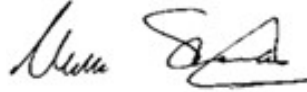
- Virtual Open Evening – date for prospective board members to meet with the Chair and the Principal to be arranged (at least one week prior to the closing date for applications).
- All shortlisting paperwork will be circulated to the shortlisting panel within a week of the closing date.
- Interviews to be arranged no later than 10 days after the closing date.
- The interview panel will be made up of the Chair of the Board of Management and one other Board Member along with a member of Court. It was **AGREED** that we would ask Gavin Ross to be on the panel as our Independent Person.
- The Board Secretary will liaise with the following persons:
 - Roger Sendall at UHI
 - Helen Aird, Marketing Team
 - Procurement and/or Finance Team regarding how to advertise.
- The Chair will look over appendix B of the job role in detail and pass any

changes onto the Board Secretary.

The Committee advised that they were content for the recruitment campaign to progress with an update being provided to the Board of Management in October.

3. DATE OF NEXT MEETING
TBA

Signed by the Chair:



Date:

09.09.21