

Administration:

Group Name	Nominations Committee	
Group Tier (1 or 2)	Tier 1	
Meeting Frequency	The Committee will meet as determined by the Board	
Reports To	University of Suffolk Board of Directors	
Quorum	Three members.	
Chair / Deputy Chair	University of Suffolk Independent Director	As nominated
Clerk	Manager VC Office (VC Office)	

Purpose:

As per 'Terms of Reference' section below.

Terms of Reference:

1. To make recommendations to the Board on the appointment of:
 - a) board directors, including those of university subsidiaries;
 - b) members of board sub-committees;
 - c) the Chancellor and Pro-Chancellors;
 - d) Student nominees (see Notes on membership, below).
2. To oversee the induction process for new directors, sub-committee members, the Chancellor, and Pro-Chancellors.
3. To oversee the terms of appointment for new directors, sub-committee members, the Chancellor, and Pro-Chancellors.
4. To review the membership of the Board, including University subsidiaries, and sub-committees on at least an annual basis and make recommendations to the Board as appropriate.

Membership (job titles/representation):

- Ex Officio*
- Board Chair (Chair)
 - Vice-Chancellor and Chief Executive Officer
 - Independent Directors (3)
- Total membership: 5
- In attendance*
- Provost
 - Head of Governance and Compliance

Notes on Membership:

- The Nominations Committee will consist of 4 Independent Directors to include the Board Chair (as chair of the committee) plus the Vice-Chancellor.
- In attendance will be the Provost who will act as delegate for the Vice-Chancellor.
- Members will normally serve for a minimum of 3 years and a maximum of seven years.
- Student nominees to the Board:

As set out in the Board's terms of reference, the President of the Students' Union will normally be automatically nominated to become a director, whereas there is more flexibility around the second student nominee which will be reviewed upon each appointment. It is noted, however, that it is highly likely the second nominee will be the second President or Vice-President of the Students' Union on the following basis:

- a. they have been elected by the student body to represent the student voice;
- b. they have had training as Student Officers which helps them to understand governance structures, trustee roles and responsibilities, confidentiality, etc;
- c. they have an understanding of the University's portfolio, staffing and structure enabling them to contribute to the University Board and support informed decision making;
- d. as sabbatical officers they are paid a salary for their full-time role which means that the demands of board membership are more reasonable than for students undertaking the role in a voluntary capacity.

Sub-committees:

None.

Delegated Authority/Approval Rights:

This committee has approval rights in line with the Institution's 'Scheme of Delegation.' Anything not included in the Scheme of Delegation must be reported to the Board of Directors for approval.

Administration Notes (Agenda/Papers/Minutes):

Meeting papers, actions, and minutes will be facilitated and shared by the Clerk accordingly.

Approvals/Version Control:

Document Owner	Chair
Version Number	2.0
Current Version Approved By	Committee
Approval Date	February 2026
Review Frequency	Annually
Next Review Date	Autumn 2026