



APPOINTMENT AND REMOVAL OF BOARD MEMBERS POLICY

Authorised By:	Board of Governors	Revision: 1.0
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Related documents:	Board of Governors Executive, Development and Governance Subcommittee Terms of Reference Tabor College Inc. Constitution	
Responsible Officer:	Registrar	
Review:	Senior Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

1. Overview

The Board of Governors shall be the principal governing body of the College. This policy, along with the Board of Governors Executive, Development and Governance Subcommittee Terms of Reference, guides the procedures for appointing and removing Board members.

2. Scope and Applications

This policy applies to all members of the Board of Governors.

3. Policy Principles

This policy ensures that the make-up of the Board of Governors is compliant with the requirements of the TEQSA Act, the Higher Education Standards Framework and the Higher Education Support Act.

4. Membership

4.1 The President, as Chief Executive Officer shall be a member ex officio of the Board.

- 4.2 The Board shall consist of not less than six and not more than twelve members appointed by the Board, according to the procedures prescribed by the Board and documented in this Policy.
- 4.3 A majority of the Board members must be external independent members who are neither enrolled as students nor employed by the College.
- 4.4 The term of appointment for each Board member shall be for a period of three years or until his or her earlier resignation or removal by the Board.
- 4.5 A Board member may serve for a maximum of three consecutive terms, provided that, in order to ensure proper continuity in Board succession in appropriate cases, one further term of no longer than two years may be granted.
- 4.6 Other than to fill occasional vacancies or those caused by removal of a member by the Board, no more than three board members may be replaced in one calendar year.
- 4.7 A majority of all Board members may appoint and/or remove one of their number as Chair.

5. Appointment of Board Members

- 5.1 The Board will appoint members who have the expertise required to ensure compliance with the requirements of any Commonwealth or State legislation, regulations and guidelines.
- 5.2 The President may recommend one staff member and one student of the College to be non-voting observers at Board meetings. The term of appointment for such observers shall be until the next Annual General Meeting following their appointment, at which time they may be reappointed.
- 5.3 Potential candidates may be identified by networking referrals, an expression of interest process, or existing relationships.
- 5.4 Nominations for new Board members should be presented to the Board of Governors for evaluation.
- 5.5 Prospective members may be invited to attend an interview with the Board of Governors Executive, Development and Governance Subcommittee
- 5.6 Prospective members may also be invited to attend a Board meeting as part of the selection process.
- 5.7 In order to ensure that all Board members are fit and proper persons and eligible to hold office, each member must supply the following;
- Curriculum Vitae
 - National Police Check
 - TEQSA "fit and proper person" check
 - DIN – Director Identification Number

6. Removal of Board Members

6.1 The Board may remove from office, by a special resolution of the Board, any member of the Board;

- if he or she becomes an insolvent under administration; or
- if he or she has failed to attend three consecutive ordinary meetings of the Board, without the Board's prior approval; or
- if he or she is convicted of an indictable offence or commits other serious misconduct; or
- if he or she breaches any of the duties or fails in any of the responsibilities specified in the College's Constitution or in policies or other documents endorsed by the Board; or
- if he or she is or becomes disqualified from managing corporations under Part 2D.6 of the Corporations Act
- any other reason deemed relevant and significant by the Board

6.2 A Board member must automatically vacate the office if he or she is, or becomes, disqualified from acting as a Committee Member of an Incorporated Association within the meaning of the Associations Incorporation Act 1985, or any other such legislation in force at the time.

7. Definitions

See [Global Definitions](#)

8. Communication and Training

The Board of Governors is primarily responsible for implementing the requirements of this policy.