

This section of the Handbook sets out the internal procedures and arrangements designed to assist in the efficient conduct of the Board of Governors and its committees and of the University's system of internal governance more generally.

**Section 4 (ii)** contains the Standing Orders of the Board of Governors and its committees. These are approved by the Board and its committees at their first meeting each year.

**Section 4 (iii)** gives details of the appointment, including the 'constituency' and terms of office of Governors.

**Section 4 (iv)** gives summary details of the nomination and election of the Chairman and Vice-Chairman of the Board of Governors and the Chairman of its committees.

**Section 4 (v)** indicates which Officers normally attend meetings of the Board of Governors and its committees.

**Section 4 (vi)** gives details of the responsibilities of the Chairman and Clerk of the Board of Governors and its committees.

**Section 4 (vii)** summarises the arrangements for managing the production and distribution of the minutes of the Board and its committees

**Section 4 (viii)** summarises the systems for communicating the outcomes of the work of the Board and its committees.

**Section 4 (ix)** summarises the arrangements currently in place for archiving the papers of the Board and its committees.

Each protocol is reviewed periodically by the Governance Committee.

The governance and decision-making arrangements of the University are reviewed in their entirety every four years.