

VII. PROCEDURE FOR THE APPOINTMENT OF THE SECRETARY & REGISTRAR

1. The Secretary and Registrar shall be appointed by the Council (Statute VII, 1).
2. When a vacancy occurs, or is known to be about to occur, in the office of Secretary and Registrar, a Committee of the Council shall be appointed, consisting of:
 - The Chairman of the Council, who shall be Chairman
 - The Vice-Chancellor
 - Two members of the Council, not being members of Senate
 - Two members of the Senate, nominated by the Senate
3. At its first meeting the Committee shall appoint an external assessor who shall be a Registrar from another University, and shall become a full member of the Committee.
4. The Vice-Chancellor shall nominate an appropriate officer to serve as Secretary to the Committee.
5. The vacancy in the office of Secretary and Registrar shall be publicly advertised. The Committee shall also seek possible candidates for the office by private enquiry or any other means, and shall report to the Council.
6. The Council shall consider the report of the Committee and shall make an appointment or take such other action as it shall think fit.

Amended August 2008