



**Vacation of the Office of
Trustee**

November 2023



1. The provisions of Statute VII shall prevail and cover the removal and retirement of Trustees.
2. A Trustee wishing to resign should discuss this with the Chair of Trustees before, should they remain committed to resignation, notifying the Chair in writing. Such a resignation must be immediate and not future dated and a conditional resignation will not be accepted.
3. Trustees standing for election may make it known that they wish to serve for a shorter period than three years. At the end of the period of office they wish to serve for they will be required to resign from their post.
4. The Chair of Trustees shall, as soon as reasonably practical and in any event not more than 14 days from receiving this resignation inform the remaining Trustees, the Senior Management Team and the Secretary to the Governing Body.
5. The Principal (or in their absence the Vice Principal or Bursar) will begin the process for the election of a new trustee in line with Regulation 8.
6. On resignation or removal from office the outgoing Trustee will surrender any items held that belong to the College or University that they hold as a result of being a Trustee and any privileges, for example of access to the College or IT facilities that they hold as a result of being a Trustee shall be immediately withdrawn. A duty of confidentiality, other than relating to a Whistleblowing disclosure in line with the policies in place at the College at the time of the Trustee ceasing to hold office. The outgoing Trustee is required to delete or otherwise destroy any papers held as a result of being a Trustee. At the discretion of the Chair of Trustees, the cost of retrieval by the College of property or information retained by an outgoing Trustee who fails to return or delete it shall be borne by the outgoing Trustee.