



Royal Conservatoire
of Scotland

date

Name
Address1
Address2
Town/City
Postcode

Dear XXX

Board of Governors

The Board of Governors has unanimously approved the proposal from the Nominations Committee that you be invited to join the Board as a member with effect from XXX. In confirming your appointment, the Board was certain that it would gain much from your knowledge, experience and commitment.

Governors are appointed initially for a three year term of office and may serve for a maximum of three terms, i.e. nine years. There are five ordinary meetings of the Board each year, and dates for next session are enclosed.

The Conservatoire is a company limited by guarantee and Governors are the Directors of the company. Please therefore complete the enclosed Form 288a, which I will use to include you on the Registrar of Companies. I also enclose a Register of Interest Form and Skills Matrix and should be obliged if you would complete and return this to me for the Conservatoire's records, along with a brief biography for inclusion on our website.

Induction information for new Governors can be found on our website under Governance or by clicking on the following link: https://www.rcs.ac.uk/why_rcs/vision-and-governance/governors/. An induction programme will be arranged for you to suit your diary commitments.

If you require any further information please do not hesitate to contact me.

With thanks and best wishes

Yours sincerely

Enclosures:

Form 228a
Register of Interest Form
Skills Matrix

Professor Vicky Gunn
Academic Registrar and Secretary