

## Board Relationship to President

# Board Policy No.9 - We Recruit, Retain and Guide NorQuest College's President



### WHY WE HAVE THIS POLICY

Selecting and evaluating the College President is a primary function of Board governance. As a Board, we rely on the President to carry out our strategic vision and plan for the College, through effective management and oversight of the College's operations as well as through leadership within the College and its broader community of stakeholders.

### WHAT WE WANT THIS POLICY TO ACCOMPLISH

NorQuest College attracts, supports and retains a President who provides the College with purposeful, consultative and courageous leadership that achieves our strategic vision and plan for the College.

## **Board Policy No. 9: We Recruit, Retain and Guide the President**

As a Board, we act in the best interests of the College to recruit, hire, evaluate the performance of the President and renew or terminate the President's contract.

In all aspects of the President's employment, we act to ensure that our conduct meets the highest standards of fairness, honesty and respect for the office and the individual in it.

### ***Recruiting a President***

To recruit a leader to fill the role of College President, the Board follows a transparent public process that starts with establishing a Presidential Search Committee. In consultation with the Board, the Search Committee establishes its terms of reference and may set timelines and objectives suitable for the circumstances of the search. The Search Committee's recommendation for the best candidate to fill this role is subject to the Board's approval. The President is appointed for up to a five-year term, which may be renewed.

### ***Retaining the President***

The Board follows a transparent process to establish appropriate levels and types of compensation and to identify appropriate terms for the Board's employment contract with the President.

The Board Chair, Board Vice Chair and Chair of the Finance and Audit Committee are responsible for negotiating the President's initial employment contract and any subsequent amendments or extensions, on the Board's behalf. The Board Chair is responsible for ensuring that these negotiations are completed in a timely manner and that the final contract is approved by the Board.

### ***Guiding the President***

The Board Chair and Vice Chair represent the Board in all matters relating to the President's conduct and execution of duties under the employment contract and in the President's job description.

The Board evaluates the President's performance through a transparent system that measures performance against the expectations and limits set by:

- NorQuest College Strategic Plan
- NorQuest College Business Plan
- Board and College policies
- President's annual goals, job description and employment contract

### ***Extending or terminating a President's employment***

The Board acts in the College's best interests to decide whether to:

- allow its contract with a President to expire without renewal
- invite a current President to consider renewing or extending a contract or
- terminate a contract before its expiry date

#### **WHO APPROVED THIS POLICY**

NorQuest College's Board of Governors has approved and is accountable for this policy.

#### **WHO IS RESPONSIBLE FOR THIS POLICY**

The Chair and all members of the Board of Governors will ensure that the Board conducts itself within the limits and for the purposes of this policy.

#### **WHO IS DIRECTLY AFFECTED BY THIS POLICY**

This policy applies to all Board members in the conduct of the business of the Board and their conduct as Board members.

## POLICY MANAGEMENT AND POLICY QUALITY ASSURANCE CHART

<b>Board Policy Name</b>	We Recruit, Retain and Guide NorQuest College's President
<b>Board Policy Number</b>	9
<b>Original Approval Date</b>	June 28, 2010
<b>Date Effective</b>	June 28, 2010
<b>Historical Review Dates</b>	
<b>Next Review Date</b>	This policy will be reviewed at least once every 3 years to ensure compliance with legislation, Board policies and intended purpose.
<b>File Storage Location</b>	
<b>Related Legislation</b>	<ul style="list-style-type: none"> <li>▪ <i>Post-Secondary Learning Act 2003, Sections 81 (1-2)</i></li> </ul>
<b>Related Policies and Procedures</b>	<ul style="list-style-type: none"> <li>▪ all Board policies</li> <li>▪ President's contract</li> <li>▪ Rules of the Road</li> <li>▪ President search and selection procedure</li> <li>▪ Emergency President, CEO and Executive Succession procedure</li> <li>▪ President evaluation procedure</li> <li>▪ President renewal/re-appointment procedure</li> <li>▪ Board policy definitions</li> </ul>
<b>Superseded Policies</b>	
<b>Monitoring and Frequency</b>	<ul style="list-style-type: none"> <li>▪ yearly assurance that President evaluation follows documented procedure</li> </ul>
<b>Policy Custodian</b>	Policy and Planning Specialist