

# Professional Development for Board Members Procedure

This procedure is governed by its parent policy.  
Questions regarding this procedure are to be  
directed to the identified Procedure Administrator.

<b>Board Procedure No.</b>	1.2
<b>Functional category</b>	Board of Governors
<b>Parent policy</b>	<a href="#">Board Policy No. 1 – Board Policies are our Primary means of Governance</a>
<b>Approval date</b>	March 6, 2025
<b>Effective date</b>	March 6, 2025
<b>Procedure owner</b>	Board of Governors
<b>Procedure administrator</b>	Board Coordinator

## 1. Overview

Members of the Board of Governors should be equipped with governance experience prior to joining the board. NorQuest College espouses the benefits of lifelong learning and as such, members of the Board of Governors are provided development opportunities including conferences, seminars, courses, self-study, workshops, and other related activities.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy [No. 1 – Board Policies are Our Primary Means of Governance](#).

## 2. Procedure

### **Board of Governors Discussion and Education Schedule**

Each year the Governance Committee shall discuss the general development needs of the Board as a whole and create a Discussion and Education Schedule to offer such training. Board Education sessions may be offered through regular board meetings and/or other means, dependent on budget availability. The Board Discussion and Education Schedule is a fluid document that may be updated or supplemented as the year progresses.

### **Board Member Professional Development Plan**

When appropriate, Board members may prepare and submit to the Board Chair for approval a professional development plan that demonstrates how the proposed activities will further their knowledge and skills and contribute to fulfilling the College mandate.

Approval of the professional development plan is to be based on the following criteria:

- a) The professional development activity supports the Board member's professional objectives as they relate to fulfilling the college mandate.
- b) The professional development activity is directly applicable to the Board member's current or future role at the college.
- c) The professional development activity makes efficient use of college resources including consideration of cost, contribution by member, activities of other Board members and quality of the activity provider.
- d) Consideration of issues such as time of service remaining in a Board member's term and frequency, volume or timing of development requests in comparison to other Board members.
- e) In consultation with the President and CEO, the Board Chair will approve in consideration of budget allocations.

Board members are expected to:

- a) report to the Board on completed professional development activities at subsequent Board meetings;
- b) transfer knowledge obtained from the professional development activities to other Board members in a relevant manner.

Board members may be denied reimbursement for professional development and related expenses where prior approval, in accordance with this procedure, was not obtained.

## Requests for Board Member Initiated Professional Development

### Steps

1. Prior to committing to or incurring any costs, Board members shall request approval of individual professional development activities in advance of the activity and in writing through the Board Chair.
2. The Board Chair will review each request and either approve or bring the request forward for Board discussion. Requests that require discussion are established as an agenda item at the next regularly scheduled Board meeting.
3. Approved requests are sent to the Board Coordinator.
4. The Board Coordinator facilitates prepayment of costs as appropriate and in accordance with the College's policies and procedures.

Board members who personally pay for professional development costs and related expenses are to submit their expenses in accordance with Board [Procedure 1.5 Board Member Expenses](#).

## 3. Definitions

**Professional Development:** refers to those activities undertaken by a Board member to further the knowledge and skills required of them in fulfilling their role.

## 4. Related Information

### NorQuest College

- [NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance](#)
- [NorQuest Board Policy No. 2 – We Recruit and Develop Board Members to Fulfill Our Mandate](#)
- [NorQuest Board Procedure No. 1.5 – Board Member Expenses](#)
- [NorQuest College Mandate](#)
- [Procurement Card Procedure](#)
- [Board Member Expense Form](#)

## 5. Next Review Date

February 2029

This procedure will be reviewed at least once every four years.

## 6. Revision History

Date	Version	Action
February 2012	V1	New
March 2015	V2	Updated references
May 2015	V3	Updated – reimbursement of professional development expenses incorporated
February 2018	V4	Edited
February 2022	V5	Reviewed
February 2025	V6	Reviewed, updated template and content.