

The Board Recruits and Develops Board Members to Fulfill our Mandate

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Board Policy No.	02
Functional category	Board of Governors
Approval date	May 27, 2024
Effective date	May 27, 2024
Policy owner	Board of Governors
Policy administrator	Board Coordinator

1.0 Objective

NorQuest College (College) and the public rely on the Board of Governors to provide strategic leadership and responsible stewardship of the College and its resources. As a Board, we need members who bring skills, perspectives and insights that support and advance the ongoing success of the College.

Each member of the College's Board of Governors adds to our ability to govern in the College's best interests. As individuals, we exemplify the College's values in our conduct. Together, we inspire confidence in our leadership and commitment to the College's vision.

All appointments to the Board are made under the [Post-secondary Learning Act](#). The purpose of this policy is to provide advice to the Minister in that selection.

2.0 Policy

2.1 Recruiting Members

The Board's membership represents the diverse interests and perspectives of the community we serve. The *Post-secondary Learning Act* sets out the composition of the Board in Article 44(2). The Governance Committee of the Board is responsible for reviewing the Board skills matrix on a regular basis and especially in anticipation of a Board vacancy.

The public recruitment process is led by the Government of Alberta and the extent of the Board's participation will vary. In general, there is a role to provide a current skills matrix and desired skills the Board requires; potentially participate on the recruitment planning team, screening panel and/or interview panel; and share recommendations on prospective appointments.

The Governance Chair invites all Board members to contribute names for pending vacancies of public members, appointed by the Lieutenant Governor in Council, based on the criteria outlined in the skills matrix. These names are provided in confidence to the Board Coordinator.

We seek to recruit, develop and retain Board members who can and will carry out their duties as Board members, including:

- a) Participating fully in Board meetings and activities as well as other College activities.
- b) Engaging in ongoing development of the Board, including their own orientation to all aspects of governance as well as development of new members to support the Board's ongoing success.
- c) Monitoring and seeking to improve their own performance and processes to conform with standards of good governance and with Board policies and bylaws.
- d) Seeking to develop positive relationships with the College's external community and stakeholders.
- e) Representing their professional and personal perspectives with integrity and respect for the perspectives of all Board members.
- f) Being conscious of and avoiding conflicts of interest.

2.2 Building Board Capacity

The Board provides members with opportunities to contribute to the College's ongoing development through their personal and professional competencies.

The Board provides members with opportunities to learn about the principles and processes by which we fulfil our mandate, through:

- a) orientation for new Board members;
- b) development opportunities related to Board and committee responsibilities; and
- c) education sessions at Board meetings.

2.3 Terminating Board Membership

The Board respectfully requires the written resignation of any Board member who cannot meet the Board's expectations for participation in Board activities or who fails to comply with the College's [Code of Conduct Policy](#). The Board would work with the Minister of Advanced Education to address concerns, as appropriate.

3.0 Definitions

3.1 Board means the Board of Governors, established under the *Post-secondary Learning Act*.

3.2 Governance Chair means the person designated as the Chair of the Governance Committee.

4.0 Related information

4.1 NorQuest College

- a) [Board Policies](#)
- b) [Board Procedure No. 1.2 – Professional Development for Board Members](#)
- c) [Board Procedure No. 1.3 – Internal Governor Work Assignment](#)
- d) [Board Procedure No. 1.4 – Conflict of Interest](#)
- e) [NorQuest Public Member Recruitment Process](#)

4.2 External

a) Post-secondary Learning Act

5.0 Next review date

May 2027

This policy is reviewed at least once every three years to ensure compliance with legislation, Board policies and intended purpose.

6.0 Revision history

Date	Version	Action
June 2010	V1	New policy is established.
May 2012	V2	Reviewed
May 2015	V3	Reviewed, no changes
May 2018	V4	Reviewed, edits made to recruiting members
October 2021	V5	Reviewed, reformatted
May 2024	V6	Reviewed, template updated