

Board Policy No.3 – Board Roles, Organization and Processes

Functional Category:	Board
Parent Policy:	Board Policy No.1 – Board Policies are Our Primary Means of Governance
Approval Date:	March 4, 2019
Effective Date:	March 4, 2019
Policy Owner:	Board of Governors
Policy Administrator:	Board Coordinator

Overview: The Board of Governors provides oversight of the college by acting within clearly defined roles, effective governance structures and consistent processes.

What We Want This Policy to Accomplish: As members of the Board of Governors, we fulfil our mandate to provide strategic leadership and governance of the college on behalf of the public. We are accountable to the college, to each other and to the public for the ongoing success of the college and we ensure that those to whom we delegate our authority are accountable to us.

Policy:

Board roles

The Board represents the public in its oversight and stewardship of the public resources provided for NorQuest College. In this governance role, we:

- establish a clear framework for the overall direction and management of the college through a Strategic Plan as well as through Board policies
- delegate our authority to the President to carry out the Strategic Plan
- exercise those areas of responsibility that have not been delegated to the President
- monitor the effectiveness of the framework we rely on to fulfil our mandate
- review, approve, and monitor the Comprehensive Institutional Plan (Business Plan), budget and financial statements prepared by the President on our behalf
- establish clear terms of reference for Board committees
- advocate for the college and develop positive relationships with the college’s external community and stakeholders
- support positive, respectful relationships within the college
- provide oversight of the college’s management and operations through responsible delegation of our authority to the college President
- demonstrate commitment to the Board’s Code of Conduct Policy and Conflict of Interest Procedure by means of a written declaration indicating awareness, understanding and compliance

The Board’s role does not include:

- developing or approving the college’s operational policies and procedures
- direct oversight of college operations

Board structure

The Board’s structure supports our strategic objectives for the college by:

- providing oversight of emerging issues and key areas of college governance through Board policies and Board committees that the Board may establish from time to time
- establishing clear lines of reporting and responsibility within the Board and between the Board and President

Ex officio membership in Board and college committees

The Board Chair is an ex officio member of every Board committee. The President is an ex officio member of every Board committee other than for those items where a conflict of interest exists (e.g., the President’s Contract and Evaluation).

Board processes

The Board follows processes designed to:

- provide strategic direction for the college and guidance to its President
- safeguard the financial health and reputation of the college
- establish an atmosphere that encourages respectful exchanges among Board members and fair and impartial treatment of every member of the college community
- support efficient and responsive decision-making and reporting between the Board and the President
- hold the President accountable for his or her decisions and performance
- provide leadership through sound decisions that comply with our policies and through the college’s Strategic Plan
- ensure that there is an enterprise risk management approach in place

Related Legislation:

Post-Secondary Learning Act 2003, Sections 60, 62, 81 (1-4), 82
Alberta Public Agencies Governance Act

Related Documentation:

- all Board policies
- Board Procedures No.1.4 – Conflict of Interest

Monitoring and Frequency:

- yearly demonstration of compliance to relevant sections of the *Post-Secondary Learning Act*
- yearly achievement of milestones in the strategic planning process
- yearly demonstration of compliance with the *Alberta Public Agencies Governance Act*
- yearly Board of Governors evaluation survey

Next Review Date:

February 2022

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

Revision History:

June 28, 2010 – New Policy Established
May 7, 2012
October 30, 2012
February 24, 2016
February 12, 2019