

Board Relationship to President and CEO

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



WHY WE HAVE THIS POLICY

Selecting and evaluating the College President and CEO is a primary function of Board governance. As a Board, we rely on the President and CEO 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 and CEO 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 and CEO

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

In all aspects of the President and CEO'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 and CEO

To recruit a leader to fill the role of College President and CEO, the Board follows a transparent public process that starts with establishing a Presidential Search Committee initiated by the Human Resources 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 and CEO is appointed for up to a five-year term, which may be renewed.

Retaining the President and CEO

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 and CEO.

The Human Resources Committee (comprised of the Board Chair, Board Vice Chair, Chair of the Governance Committee and Chair of the Finance and Audit Committee) are responsible for negotiating the President and CEO'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 and CEO

The Human Resources Committee represent the Board in all matters relating to the President and CEO's conduct and execution of duties under the employment contract and in the President and CEO's job description.

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

- NorQuest College Strategic Plan
- NorQuest College Comprehensive Institutional Plan
- Board and College policies
- Board Mandate and Roles Document
- President & CEO Mandate Letter from the Board
- President and CEO Contribution Agreement
- President and CEO's annual goals, job description and employment contract

Extending or terminating a President and CEO's employment

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

- allow its contract with a President and CEO to expire without renewal
- invite a current President and CEO 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

Board Policy Name	We Recruit, Retain and Guide NorQuest College’s President and CEO
Board Policy Number	9
Approval Date	March 6, 2017
Date Effective	March 6, 2017
Historical Review Dates	June 28, 2010 – New Policy Established May 5, 2014 – Revised March 6, 2017 - Revised
Next Review Date	This policy will be reviewed at least once every 3 years to ensure compliance with legislation, Board policies and intended purpose.
File Storage Location	
Related Legislation	<ul style="list-style-type: none"> ▪ <i>Post-Secondary Learning Act</i> 2003, Sections 81 (1-2)
Related Policies and Procedures	<ul style="list-style-type: none"> ▪ all Board policies ▪ Board policy definitions
Superseded Policies	
Monitoring and Frequency	<ul style="list-style-type: none"> ▪ yearly assurance that President and CEO evaluation follows documented procedure
Policy Custodian	Board Coordinator