

The Board Recruits, Retains and Guides NorQuest College's President & CEO

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.	09
Functional category	Board of Governors
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Policy owner	Board of Governors
Policy administrator	Board Coordinator

1.0 Objective

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

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

2.0 Policy

2.1 Recruiting a President & CEO

To recruit a leader to fill the role of College President & 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 six-year term, which may be renewed.

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

In all aspects of the President & 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.

2.2 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 & CEO.

The Human Resources Committee is 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 contracts are submitted and approved by Advanced Education in alignment with the *Post-Secondary Institutions Compensation Regulation*, negotiations are completed in a timely manner and that the final contract is approved by the Board.

2.3 Guiding the President & CEO

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

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

- a) The NorQuest College Strategic Plan,
- b) The NorQuest College Investment Management Agreement,
- c) Board and College policies,
- d) The Board Mandate and Roles Document,
- e) The President & CEO Performance Plan, and
- f) The President & CEO's job description and employment contract.

2.4 Extending or Terminating the President & CEO's Employment

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

- a) allow its contract with a President & CEO to expire without renewal,
- b) invite a current President & CEO to consider renewing or extending a contract, or
- c) terminate a contract before its expiry date.

2.5 Monitoring & Frequency

A mid-year report on the President & CEO's Performance Plan is provided to HRC and the Board, and a complete report on the President & CEO's Performance Plan is provided at the year-end.

The President & CEO's contract, job description and succession plan are reviewed as outlined in the Human Resources Committee Terms of Reference and Work Plan.

3.0 Definitions

3.1 Board means the Board of Governors, established under the Act.

4.0 Related information

4.1 NorQuest College

- [Board Policies](#)
- [Board Policy Definitions](#)
- [Human Resources Committee Terms of Reference](#)

4.2 External

- [Post-Secondary Learning Act](#)
- [Public Sector Employer's Act](#)

5.0 Next review date

October 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.
October 2012	V2	Reviewed
March 2013	V3	Reviewed
March 2015	V4	Reviewed
February 2018	V5	Reviewed
February 2022	V6	Reviewed
October 2024	V7	Reviewed and updated.