

POLICY G40: CHAIRPERSON'S JOB DESCRIPTION

POSITION: Chair, Board of Governors	REPORTS TO: Board of Governors
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GENERAL ACCOUNTABILITY

The Chair is a member of the Board of Governors, and is elected by the Board of Governors annually at its Annual General Meeting. The Board is responsible for providing direction and oversight and ensuring that all significant issues affecting the College are given careful consideration. Governors are accountable to the citizens of our College Community and have an obligation to act in the best interests of the College as a whole at all times.

The Chair is primarily responsible for the integrity of the Board's process and secondarily for the representation of the Board to external parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.

The Chair ensures that the Board behaves consistent with its own rules and those imposed upon it by legislation. In this regard, meeting discussion content will only be those issues which, according to Board policy, clearly belong to the Board to decide, not the President and deliberation will be fair, open and thorough, but also efficient, timely, orderly and kept to the point.

In addition, the Chair provides leadership to the Board in such matters as:

- providing leadership in the establishment of the Board's agenda in conjunction with the agenda setting committee;
- running meetings effectively;
- controlling discussion appropriately;
- managing dissent;
- working towards consensus;
- communicating persuasively with colleagues, management, the public and Government; and
- establishing a culture of active and constructive board engagement.

The authority of the Chair falls within those topics covered by Board policies on governance process and board-staff relationships, except where the Board specifically delegates portions of this authority to others. The Chair is authorized to use any reasonable interpretation of the provisions in these policies. The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position. For certainty, the Chair has no authority to make decisions about policies created by the Board. The Chair has no authority to supervise or direct the President unless specifically directed by the Board in exceptional circumstances.

NATURE AND SCOPE

Selkirk College is a multi-campus comprehensive community college established and operating pursuant to the provisions of the statutes of the Province of BC and since 1966. The College and Institute Act accords to the College Board the responsibility for the general welfare and overall management of the College. The College Board is the ultimate authority for the operation of the College subject to the provisions of the legislation. To fulfill its mandate, the College Board appoints a president who in turn is responsible for appointing staff, providing institutional direction and leading and managing the operations and activities of the College.

The Board of Governors appoints and determines, with the approval of the Post Secondary Employers Association, the compensation and other terms of employment of the President and Chief Executive

Officer. The Board also approves the College's long-term vision and plans, the three-year Service Plans and annual Capital Plans, the College's annual report, and the annual goals and objectives as submitted by the President and Chief Executive Officer. The Board delegates to the President and Chief Executive Officer the complete authority for College operation and activities within limits established by the policies of the Board and the organization.

MINIMUM REQUIREMENTS

- Active member of the Board of Governors;
- Attend all regular and special meetings of the Board when provided reasonable notice;
- Attend Board retreat and professional development conferences such as those sponsored by the ACCC;
- Strive to continually learn more about the College system, the organization's operations and its services, as well as learn about any individual responsibilities as a Board member by fulfilling professional development training as recommended by the Board or President;
- Maintain confidentiality of the College operations;
- Ensure no conflict of interest exists, real or perceived, and in the event that one arises, immediately disclose it to the Board and refrain from voting on related issues; and
- Participate to the best of his/her ability in determining policy and other matters, give full attention to operations, issues and concerns, and vote or officially abstain.

SPECIFIC RESPONSIBILITIES

1. Guide and mediate Board actions with respect to institutional priorities and governance issues and encourage the Board's role in strategic planning for the Institution.
2. Appoint members to committees of the Board and serve as an ex officio member of all board committees.
3. Provide leadership and direction to the Board.
4. Ensure that no conflict of interest exists, actual or perceived, either of the Chair or any other member of the Board.
5. Discuss issues confronting the College with the President and Management and review with the President and Management any issues of concern to the Board.
6. Represent Selkirk College at community and College functions. Enhance relationships with internal and external community groups and other stakeholders and, if an when applicable, represent the Institution to the media in conjunction with the President.
7. Adhere to and enforce the general responsibilities as outlined in the Board Member position description as established by the Board and as prescribed by the College and Institute Act.
8. Ensure the Vice-Chair is informed of current and pending Board issues and processes.
9. Act as signing authority on all Board correspondence.
10. Ensure that a process for regular board, chair, committee and director evaluations exists in conjunction with the Development Committee.

INTERNAL RELATIONSHIPS

The primary relationship is that between the Chair and the President, and the quality of this relationship is of the utmost importance. The roles and responsibilities of other management and staff members assigned to work with Board committees should be clearly articulated and approved by the President.

EXTERNAL RELATIONSHIPS

Ministry of Advanced Education – to act as the main liaison between the Board and Government. The Chair should communicate regularly with the responsible Minister to build a positive working relationship and support two-way accountability through dialogue with the support of the President.

Association of Canadian Community Colleges, MP, MLA's, Mayors and Councils, Regional District Chairs and Boards, Columbia Basin Trust – to establish beneficial alliances, relationships and partnerships.

