

## **POLICY G30: BOARD MEMBER JOB DESCRIPTION**

### **GENERAL ACCOUNTABILITY**

The Selkirk College Board of Governors generally consists of eight members appointed by an Order-in-Council of the Provincial Government, two elected student representatives, one elected faculty representative and one elected support staff person. The President of the Institution along with the Chair of the College's Education Council is non-voting members of the Board. Appointed board members serve a maximum of six years, student representatives are elected (and may be re-elected) annually by the student body and faculty and staff representatives are elected for three-year terms.

The Board of Governors' general role is to foster the short and long-term success of the College in a manner consistent with the Mission, Vision and Values of the Institution in accordance with the Board's Policies and Bylaws.

All Governors, appointed or elected, owe a fiduciary duty of care to the Institution. The fiduciary duty requires Governors to be loyal and to act honestly, in good faith and in the best interests of the College. The duty of care requires that Governors do their job well. They should exercise in the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. They should be diligent; reading all of the material in advance, attending all meetings, asking relevant questions, being prepared to discuss all issues, and keeping informed about the Institution. Governors should be provided with sufficient information to consider all matters coming before the Board and they should spend the time necessary to make informed decisions.

### **BOARD ORGANIZATION**

Board members will be elected to the offices of Chair and Vice-Chair at each Annual General Meeting of the Board, with the ability to stand for re-election to either position during the length of his or her term on the Board. Board members are asked to serve on standing committees of the Board and may be appointed by the Board Chair to serve on ad hoc committees, which may be struck from time to time for a specific purpose.

Board members are encouraged to attend and participate on other College and/or program advisory committees in an ex-officio capacity and to attend and participate in College events including, but not limited to, graduation ceremonies, employee recognition functions, scholarship and bursary recognition events and meetings with Government.

### **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**

- 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.

## **BOARD COMPOSITION AND DISCIPLINE**

The Board oversees the affairs of the Institution, provides oversight of management as it carries out the day-to-day operations of the College and sets the standards of organizational conduct in concert with the President. The Board's main focus will be on the development, monitoring and review of its policies and guidance on the strategic planning process. This role is separate from the responsibility of the day-to-day management of the College and the achievement of Board approved goals which are the responsibility of the President.

The Board of Governors will clearly define and articulate its role and responsibilities through its Polices and Bylaws, with specific responsibility for:

- hiring of the President and ensuring an appropriate succession plan exists;
- annual assessment of the President's performance;
- oversight and approval of the Institution's capital and operating budgets and ensuring integrity of the financial function of the College including risk-management;
- compliance with monitoring, reporting and accountability requirements;
- establish controls and guidelines governing ethical conduct, conflict of interest, environmental protection, personal and public safety as well as articulating the consequences for failure to comply with such controls and guidelines;
- ensure an appropriate and effective communication strategy exists for the Institution;
- provide for good Board management and on-going effectiveness by ensuring measures for Board assessment and member self-assessment are carried out on an ongoing basis in addition to planned succession for the Board Chair; and
- identify the requirement competencies and skill sets required by the Board and make recommendations to the Board Resourcing and Development Office in connection with filling Board vacancies.

The Board will articulate and review on an ongoing basis, Board development and its continuous improvement, including the development and maintenance of the orientation of new Board members.

The Board will monitor its process and performance at each meeting.

Changes or amendments to existing Board policies, and the adoption of new Board policies may be publicized for the invitation of specific input from the internal or external College community.