

Roles, Responsibilities and Mandate of Board Members and the Board

Approved November 26, 2015

Board's mandate

The Board governs the College by:

- Setting vision and mission
- Providing direction for the organization through policy development and strategic plans
- Ensuring the organization is fulfilling its vision, mission and strategies through the President
- Establishing correct board governance and process
- Allocating resources and assets
- Reviewing financial performance, budgets, investments
- Ensuring effective communication and accountability with stakeholders such donors, government, partner organizations, etc.
- Appointing of and determining the compensation of the President
- Ensuring the values, ethics, reputation and integrity of the organization
- Monitoring the outcomes and performance of the College

Responsibilities / expectations

Board Member

1. Attend and participation at meetings
2. Preparation for meetings
3. Participation on committees
4. Attending College and community events on behalf of the Board
5. Contribution of skills and experience
6. Ethical standards and fiduciary duty
7. Participation in orientation, educational and strategic planning sessions
8. Availability for unscheduled meetings and phone calls

Duties set out above are carried out in keeping with the Board Mandate. Each board member shall demonstrate a commitment to the functions of the institution, its community role and a willingness to devote time and energy to Board duties and related official activities.

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Board Chair

The Board Chair has the following responsibilities in addition to the ones set out for Board Members:

1. Works with the President to establish Board meeting agenda
2. Chairs Board meetings
3. Facilitates the effective operation and respectful functioning of the Board
4. Acts as spokesperson on behalf of the Board
5. Maintains the integrity of Board policies and processes
6. Takes a leadership role in attending College and community events on behalf of the Board

Board vice Chairs

1. In the absence of the Chair, one of the vice-Chairs will assume the Board Chair's responsibilities
2. Participates in the Board Co-ordinating committee

Committee Chairs

1. Works with the President to establish Committee meeting agenda
2. Chair their respective committees
3. Participate in the Board Co-ordinating committee
4. Report back to the Board on Committee activities