

RESPONSIBILITIES / DECISION AREAS

BOARD PEROGATIVES

The Board of Governors is responsible for the overall general direction of the College. In particular, the Board is responsible for ensuring the College operates on a sound financial basis.

The Board of Governors operates on a broad policy and overall planning level, determining the outcomes or “ends”. The Board of Governors does not manage day to day operations, or the “means” of achieving outcomes.

Formally, the Board deals with College business through the office of the President. The President is the only employee of the Board.

Preparatory and information gathering activities are often done through Board committees and will include the College Vice Presidents as well as other employees of the College.

The following activities are the responsibility of the Board of Governors:

- Set/amend bylaws
- Establish/amend College policies
- Review/approve strategic planning process
- Establish/review strategic direction of the College; Vision, Mission, Values and Beliefs
- Review/approve College Investment Management Agreement (IMA)
- Review/approve annual College budget
- Review/approve annual financial statements
- Approve terms and conditions of employment for College employees
- Select/evaluate/direct the President of the College
- Advise/assist the Minister of Advanced Education
- Establish/support Board committees
- Conduct periodic review of Board performance

MANAGEMENT PEROGATIVES

The President is responsible for implementing Board policy and overall planning goals.

The Executive Committee is responsible for managing the policy, strategic planning, and business planning initiatives as approved by the Board.

The President will put in place Executive and Management Teams to manage and implement the day to day operations of the College.

It is expected that effective communication mechanisms will be in place to inform College constituents of the activities of the College.

The following activities are the responsibility of College Management:

- Establish/adjust organizational structure to support College programs and services
- Establish/amend guidelines and procedures consistent with Board approved policies/strategic planning
- Develop/amend College planning documents for Board review/approval
- Implement/adjust College programming consistent with approved IMA and Academic Strategic Plan
- Implement/adjust College services in support of programs consistent with approved IMA, Academic Strategic Plan and Budget
- Monitor/measure the performance of College programs and services
- Manage/support College’s employees in providing programs and services
- Manage/account for the effective use of College resources.