



BOARD

Professional Development G14

POLICY

The Board believes in the importance of Board members remaining current and knowledgeable of College and educational issues.

The Board believes it is essential that Board members be afforded the opportunity to continue to learn and build upon their knowledge and skill base to enable them to be responsive and effective in dealing with governance issues.

As the College evolves over time so do the Board members' role in ensuring the College accomplishes its mandate and mission. Board development is a dynamic process which strives to be proactive in educating Board members about their roles and responsibilities in areas such as board recruitment, ethical board governance, governance models, and fiduciary responsibilities to name a few.

Effective Board Governance Development (BGD) unites the Board and CEO around precisely how the Board works and exactly what the organization expects of its Directors and the CEO. BGD also assures the high quality contributions of current and future Directors. Board skills, methods, and supports will be sufficient to assure governing with excellence.

Southeast College's Board Governance Development strategy is an ongoing process occurring within the Board meetings, during Board retreats, and through individual learning.

Board development will include:

1. New member orientation in the College's governance process; and
2. Ongoing development of member expertise in governance

PROCEDURE

Each Board member is provided an orientation to the Board. This consists of the Board Chairperson and College President meeting with the new members to discuss critical aspects of board processes and current issues. The Board member is also provided with an extensive Board orientation manual for study and reference.

The Board orientation includes such topics as:

- Historical perspective of the regional colleges and Southeast College
- Legislative acts and regulations, in particular the Regional Colleges Act
- Relationship to the provincial Ministry
- Principles of a governance board
- Bylaws and Charter

Board Professional Development G14

- Governance policies versus operational policies
- Planning and reporting processes, in particular the financial reports, Business Plan, Strategic Plan, Balanced Scorecard, Risk Management, and Annual Report
- Programs and learner services
- Expectations, procedures and schedule for meetings
- Overall duties of the Board

Although orientation to the Board is a process over time, there is a need to provide orientation on foundational concepts early into the Board member's appointment. All members are encouraged to participate in the Board Development Certification program delivered by the Ministry.

Ongoing education occurs in a variety of ways and times throughout the year. Board members may be chosen to attend conferences and special sessions. Board members will provide a report to the Board at the next meeting.

In October/November of each year, the Management Team meets with the Board to present the next year's program plans. This is an ideal opportunity for the Board to become more intimately knowledgeable about the programs and services offered by the College as well as an opportunity to provide guidance and direction.

Annually the Board conducts a self-evaluation to determine strengths and areas for growth. From this evaluation, the Board determines focus for future development. A plan is established and progress is tracked to ensure the Board achieves what it has set out to do.

The Board also will have an external evaluation conducted wherein the Board's current state is assessed and recommendations for development are identified. The Board will engage in an external evaluation process at least every ten years.

The Board hosts an annual retreat wherein Board development topics are addressed. These topics are determined by the Board in response to current issues and Board evaluation results.

The Ministry and/or ASRC may host a Governance Leadership Session wherein boards from the post-secondary sector may participate. This is an opportunity for Board members to engage in new learning and networking.

The Board shall, each year, establish a budget for Board development.

Board Professional Development G14

The College will provide a maximum amount of \$3,000 per Board member, per fiscal year, for Board professional development. The following procedures must be followed with respect to accessing Board professional development funds:

1. The maximum amount is to include all Expenses, such as travel costs, registration, accommodation, food, honorarium, etc. These costs must be in line with the College's travel and accommodations policy.
2. Only approved expenditures to the maximum allowance, per fiscal year will be allowed. Any expenses beyond this are their responsibility of the Board member, not the College.
3. Funds not utilized by a Board member in one fiscal year cannot be carried over into the following fiscal year, nor can the funds be transferred to another Board member.
4. Access to this fund requires a prior approval by the Board. Members wishing to access these funds must present their request to the Board outlining the proposed activity. This must occur before any expenditure is incurred. The Board may approve a request for Board professional development after the event and costs have been incurred.
5. The Board, in evaluating a request, must assess its value in terms of its relevance to the Board's mandate and to the overall mission and goals of the College.
6. Once approved, the member utilizing this fund must provide the Board with a report outlining what was learned and gained by their approved activity.