

BOARD

Executive Expectations G30

POLICY

The CEO, in collaboration with the Board, management team, and staff will create and implement processes and programs that meet identified short-term and long-term educational needs of our community.

The Board governs through policies, which address the highest level of organizational values.

PROCEDURES

1. The CEO will assist the Board to fulfill its functions by:
 - a. Working collaboratively with the Board as its professional advisor.
 - b. Assisting the Board in the development of Board policies and strategic plans.
 - c. Ensuring there is administrative support to the Board.
 - d. Advising the Board in a timely fashion of any developments that may affect the Board's capacity to pursue its vision/mission.
 - e. Reporting regularly to the Board to ensure the Board knows how well the organization is complying with and successfully implementing the policies of the Board.
 - f. Providing regular and timely summary reports that enable the Board to:
 - i. Assess the effectiveness of Board policies;
 - ii. Identify needs for revision of existing Board policies and policy development;
 - iii. Determine appropriate policy directions.
 - g. Assisting the Board in accessing resources for its own ongoing development.
 - h. Developing and maintaining effective, professional relationships with the Board, staff, students, contractors, the Government, other organizations, boards and Colleges, stakeholders, media and the public at large.
 2. The CEO will direct the organization so that all Board policies are followed by:
 - a. Upholding and adhering to the policies adopted by the Board.
 - b. Implementing Board policies, decisions, directives and priorities.
 - c. Monitoring the impact and effectiveness of Board policies.
 - d. Organizing the development of operational policies, programs and procedures.
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3. The CEO is responsible for management of the following:
 - a. Preparing and updating business plans.
 - b. Implementing approved business plans.
 - c. Administering delegated authority as assigned by the Board.
 - d. Managing the human resources of the organization, including the hiring, development, evaluation and release of staff, consistent with terms of Board policies.
 - e. Managing all employee relationships, consistent with the terms of applicable legislation, regulations, Board policies, operational policies, employment standards, contracts and collective agreements.
 - f. Ensuring that all College contracts with individuals or organizations/agencies comply with the applicable legislation, regulation, Ministry and Board policies.
 - g. Directing the day-to-day activity of staff, either directly or through delegation.
 - h. Managing the finances of the College, within the budget established by the Board and consistent with applicable legislation, regulations and Board policies.
 - i. Ensuring the effective operation and maintenance of infrastructure for which the College is responsible.
 - j. Serving as the operational spokesperson for the College.

4. The Board is committed to ensuring the greatest success possible for our students and provide a positive and stimulating College experience. As such, the Executive shall strive to provide the following, but may be constrained by lack of resources in totally fulfilling these services:
 - a. Provide student success support system that enables them to overcome barriers and be successful.
 - b. Provide, whenever feasible, financial support to students through college bursaries and scholarships;
 - c. Provide a system that assists students to access income support programs such as Provincial Training Allowance and Student Loans;
 - d. Provides assistance and support to students in identifying and dealing with barriers to learning success;
 - e. Operate facilities that are accessible to disabled students;
 - f. Assist students in career and educational planning, including obtaining Prior Learning Assessment and Recognition.
 - g. Operate in ways that enables college students to create campus life activities in the areas of student governance, student social activities, and student recreational activities that are primarily self-financed and self-sustained.