


Policy Name:	BOARD RESPONSIBILITIES AND DUTIES	
Approved By:	President's Council & Board of Governors	
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Policy Holder:	Board of Governors	
Operational Lead:	President and CEO	
Policy Number:	BRD-GP-004	

## BOARD RESPONSIBILITIES AND DUTIES

### 1.00 PURPOSE

- 1.1 The purpose of this policy is to delineate the responsibilities and duties of the Coast Mountain College (CMTN) Board of Governors.

### 2.00 DEFINITIONS

- 2.1 None

### 3.00 POLICY STATEMENTS

- 3.1 To distinguish the Board of Governor's own unique role from the role of staff, the Board of Governors will concentrate its efforts on the following outputs.
- a. written governing policies which, at the broadest level, address the following:
    - i. ENDS: Organizational product, impact, benefits, outcomes, recipients, and their relative worth (what good, for which needs, at what costs).
      - Review Board policies and create new policies and/or make amendments to existing policies as necessary.
    - ii. Governance Process: Specification of how the Board of Governors conceives, carries out, and monitors its own performance.
      - Approve and monitor Board of Governor's compliance with all Board policies.
    - iii. through the President & CEO, ensure that the College operates at all times within applicable laws and regulations and to the highest ethical and moral standards
    - iv. Executive Limitations: Constraints on President & CEO's authority, which establish the purpose and ethical boundaries within which all staff activity and decision must take place
  - b. the appointment and succession of the President & CEO:
    - i. approving the President & CEO's compensation
    - ii. providing advice and counsel to the President & CEO in the execution of the President & CEO's duties

- iii. through the President & CEO, ensuring alignment with related policies at the Ministerial level
- iv. through the President & CEO, approving collective agreements.

3.2 The Board is responsible for establishing the strategic direction of CMTN by:

- a. ensuring the development, and ultimately approving, the College's Vision, Mission, Values, Operating Principles, and Strategic Directions, taking into consideration the parameters outlined in the [Ministry of Post-Secondary Education and Future Skills' Service Plan](#)
- b. approving annual capital and operating budgets that support the College's ability to meet its strategic plan
- c. working with the President & CEO to establish clear benchmarks for organizational performance based on the ENDS against which the strategic, operating, and capital plans can be measured and monitored.

3.3 The Board is responsible for working with CMTN's Education Council through the President & CEO or their delegate (see [BC College and Institute Act](#)):

- a. ensuring that there is an effective link between the Board and the Education Council
- b. receiving regular reports from the Education Council.

3.4 The Board is responsible for working with CMTN's First Nations Council through the President & CEO or their delegate to:

- a. ensure that there is an effective link between the Board and First Nations Council
- b. receive regular reports from First Nations Council.

3.5 The Board is responsible for financial and risk management through the Finance and Audit Committee:

- a. taking reasonable steps, through the President & CEO, to ensure the implementation and integrity of the College's internal control and management information systems
- b. through the President & CEO, ensuring management identifies the principal financial and non-financial risks of the College and implements appropriate systems and programs to manage these risks
- c. through the President & CEO, monitoring organization performance results
- d. approving annual financial statements and approving release thereof by management
- e. recommending appointment of external auditors and approving auditors' fees.

#### 4.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

4.1 [BC College and Institute Act](#)

4.2 [BC Ministry of Post-Secondary Education and Future Skills' Service Plan](#)

5.00 HISTORY

<b>Created/Revised/ Reviewed</b>	<b>Date</b>	<b>Author's Name and Role</b>	<b>Approved By</b>
Created	Nov. 16, 2012		President's Council and Board of Governors