



NUMBER **BPR 10**

TITLE **PRESIDENT'S ROLE, RESPONSIBILITY,
AUTHORITY**

BOARD OF GOVERNORS POLICY

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PRESIDENT'S ROLE

The President is accountable to the Board acting as a body. The Board will instruct the President through written policies, which will be implemented by the President.

GENERAL ACCOUNTABILITY

The President is accountable to the Selkirk College Board of Governors for the overall leadership and management of Selkirk College. The President's performance will be considered synonymous with organizational performance. In this way, it is acknowledged that the President's accountabilities are met only with and through the employees of Selkirk College.

ORGANIZATION STRUCTURE

This position reports to the Board of Governors. Reporting directly to the incumbent are five positions: Vice President: College Services/Chief Financial Officer; Vice President: Education & Students; Director, Indigenous Programming and Engagement; Director of Communications and Public Engagement; the Executive Assistant to the President and the Board. The President works closely with a leadership team.

NATURE AND SCOPE

Selkirk College is a multi-campus comprehensive community college established in 1966 and operating pursuant to the provisions of the statutes of the Province of BC. The College and Institute Act accords to the College Board the responsibility for the general welfare and overall management of the college. The College Board is the ultimate authority for the operation of the college subject to the provisions of the legislation. To fulfill its mandate, the College Board appoints a President who in turn is responsible for appointing staff, providing institutional direction, and leading and managing the operations and activities of the college.

The Board of Governors appoints and determines, with the approval of the Post Secondary Employers Association, the compensation, and other terms of employment of the President and Chief Executive Officer. The Board also approves the college's long-term vision and plans; the Strategic Plan, and annual Capital Plans, the college's annual Institutional Accountability Plan & Report, and the annual goals and objectives as submitted by the President. The Board delegates to the President the complete authority for college operation and activities within limits established by the policies of the Board and the organization.

GENERAL EXECUTIVE CONSTRAINT

The President will not cause or allow any practice, activity, decision, or organizational circumstance, which is either illegal, imprudent or in violation of commonly accepted business and professional ethics.

The President will not:

1. Deal with students, staff, volunteers, and the community unfairly.
2. Discourage openness in the decision-making process.
3. Deviate substantially from the Boards policies:
 - a. risk fiscal jeopardy

- b. fail to follow generally accepted accounting and budgeting practices.
4. Compromise the Board's policies.
5. Provide information and advice to the Board that is untimely, incomplete, or inaccurate.
6. Fail to maintain or protect the physical assets of the institution.
7. Provide compensation and benefits for staff that deviate materially from the market.
8. Inform fewer than three Executive Leadership Team members (which includes the Vice President: College Services, the Vice President: Education & Students, the Associate Vice President: Student Success, the Executive Director of Finance, and the Executive Director of Human Resources) regarding Presidential and Board issues and processes.
9. Be in or create a conflict of interest.
10. Impede the vision or prohibit the achievement of the outcomes of the institution.
11. Fail to maintain and make available an administrative policy manual.

These general executive constraints may be further defined by a decision of the Board.

ACCOUNTABILITIES

The President shall strive and be accountable:

1. To achieve expectations through the organization Board's Policies, and as iterated in the approved annual goals and objectives.
2. To operate within the boundaries of prudence and ethics established in Board Policies and Executive Limitations.
3. To develop, in consultation with the college community, college policies; to implement college policies and monitor their effectiveness and appropriateness.
4. To carry out other responsibilities as directed by the Board or as may be required pursuant to the College and Institute Act and other relevant legislation.
5. Provide effective, innovative, and sensitive leadership in fulfilling the college's Mission, Vision, and Strategic Outcomes.
6. Assist the Board to fulfil its mandate by recommending and supporting policies; advising on matters pertaining to the Board's responsibilities; reporting to the Board monthly and as otherwise required.
7. Develop and recommend to the Board short- and long-term plans for the benefit and advancement of the college.
8. Assess, on a continuing basis, the educational needs of the college catchment area; devise and deliver appropriate programs and services to meet these needs; monitor results to ensure high quality.
9. Attract, assemble, and effectively lead a high calibre leadership team.
10. Select, appoint, promote, and remove college employees in accordance with college policies and provincial statutes.
11. Develop and administer programs for the appraisal and development of staff.

12. Develop, approve, implement, and administer fair and equitable human resource policies, including salary, wage, and benefit programs.
13. Encourage excellence as a major goal of all college staff.
14. Prepare annual expense plans (operating, equipment, facilities) for approval of the College Board; administer approved budgets; ensure that all monies received and expended are accounted for; secure funds to finance approved expense plans.
15. Maintain the college's buildings, facilities, equipment, and operating services in optimum condition to support college programs and activities; plan for and secure funding for renovation and expansion of facilities when required.
16. Promote Selkirk College interests provincially, nationally, and internationally. Promote an understanding of and support for Board's Policies and college programs and services among the college's major constituencies.
17. Establish and maintain communications with community organizations; local, provincial governments; aboriginal governments and community government agencies and act as college representative to these groups as appropriate.
18. Serve on the Board, and on Education Council, providing advice and support on behalf of the college.
19. Fulfill the obligations as corporate secretary.

INTERNAL RELATIONSHIPS

Board of Governors – to ensure constructive review and final approval of management policies, direction, and objectives and to engage in determining direction and strategies.

All Employees – to mentor and support a highly motivated, productive, and engaged college workforce which identifies with and strives to achieve Selkirk College's Mission, Vision, Values, and Strategic Directions.

Students – to support student learning, success, achievement, and engagement. To oversee the development of policies and practices that focus on supporting students, their learning experiences, and the achievement of students' learning goals.

EXTERNAL RELATIONSHIPS

Ministry of Post-Secondary Education and Future Skills, BC College Presidents, Post-Secondary Employers Association, Colleges & Institutes Canada, MP, MLAs, Mayors and Councils, Regional District Chairs and Boards, Columbia Basin Trust – to establish beneficial alliances, relationships, and partnerships.

Various community groups, the college donor community, Honorary Board members, campaign leaders, regional business and industry, the general public – to establish and maintain a positive and visible profile of the college, and to establish, nurture and maintain effective relationships and recognize contributions appropriately.