

BOARD OF GOVERNORS POLICY

APPROVAL DATE May 26, 2020

NEXT REVIEW April 15, 2023

The Selkirk College Board of Governors undertakes to develop its annual calendar of meetings and activities at its annual retreat. Using the Board Calendar as a foundation, agendas for each board meeting must be developed to ensure that the Board provides effective governance and fulfills its legislated obligations to the institution and its communities. In establishing the agenda, it is imperative that the focus be strategic in nature and any other information circulated should be for information sharing purposes, not for board approval.

An Executive Committee of the Board shall be established to set the agendas for all meetings. This committee is comprised of the Board Chair, the Board Vice-Chair and the President.

The process to establish the agenda is as follows:

1. The President and Executive Assistant develop a draft agenda based upon the information contained in the annual board calendar, awareness of current issues and information submitted to the board for consideration and discussion at the board meeting;
2. The draft agenda is circulated for consideration to the Board Chair and Board Vice-Chair;
3. The Executive Committee will meet, face-to-face, or by teleconference or email to provide input into the final agenda, the nature of information required to support discussion and decision-making and to provide management with an indication of concerns or issues that the board may raise during its deliberations in order to facilitate timely decision-making; and
4. Once approved, the President and the Executive Assistant will finalize the board agenda and accumulate the board package for circulation to the Board one week prior to the scheduled board meeting.
5. The Committee should undertake to ensure that a minimum of two in-camera meetings per year are undertaken without management present. These meetings will be scheduled at the end of a regular board meeting and are meant to provide an opportunity for board members to explore freely any issues they wish to raise privately. At the end of every such meeting, the Board Chair should provide the President with feedback on the contents and results of the discussion.