



**POLICY TITLE: BOARD MEMBER RESPONSIBILITIES**

**Effective Date: November 25, 2006**

**Revised:**

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***Policy Statement***

An effective board of governors is composed of dedicated, knowledgeable board members.

**Board Member Responsibilities**

Individual board members have specific responsibilities to:

1. Attend, prepare for, and participate in all board and committee meetings by reviewing all agenda materials including reports.
2. Be informed of the purposes, mission, vision, goals, and operations of the College.
3. Be objective, open minded, and dedicated to the best interests of the College.
4. Represent and actively promote the College at community and College functions.
5. Express opinions – supportive or divergent – respecting all other board members rights to do the same, and always within the atmosphere of a member of a team dedicated to the best interest of the College.
6. Comply with all related legislation, bylaws, and policies.
7. Keep informed of current, and pending Board issues and processes, participate in the setting of priorities and directions, provide a link between the College and its various communities.

**Board Chair Responsibilities**

In addition to Board Member Responsibilities, the Board Chair is expected to:

1. Maintain the integrity of the Board’s process and represent the Board, when required, to outside parties.
2. Conduct Board meetings, unless otherwise prescribed by legislation/bylaws.

3. Serve as an ex-officio member of Board committees, and ensure all other Board members are advised of committee meeting so that they may attend in a non-voting capacity.
4. Serve as, or designate, the Board representative to the Advanced Education Department of Yukon Government as per the Letter of Understanding.
5. Ensure the Board Vice Chair/s are informed of current and pending Board issues and processes, and have the opportunity to be involved in agenda preparation.
6. Appoint Board Committee members and Committee Chairs.
7. Perform such other duties as determined by the Board
8. The Chair is the only Board Member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances. The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her/him, or in exceptional circumstances, delegates that responsibility to another Board member.

### **Vice-Chair Responsibilities**

In addition to Board Member Responsibilities, the Board Vice-Chair/s are expected to:

- Perform the duties of the Chair in the absence of the Board Chair.

### ***Scope and Limitations of the President***

Not applicable.

### ***Information and Monitoring Requirements***

- Board Member Evaluation