



POLICY TITLE: YUKON COLLEGE PRESIDENT RESPONSIBILITIES

Effective Date: November 25, 2006

**Revised: March 31, 2007
February 22, 2008
April 18, 2009**

Policy Statement

The President is accountable to the Board.

The Board instructs through written policies and delegates implementation to the President. The responsibilities of the President are to be consistent with the legislation, job description, and as outlined in Board Policy.

All Board authority delegated to staff is through the President, so that all authority and accountability of staff - as far as the Board is concerned - is considered to be the authority and accountability of the President.

Direction to the President is achieved through the establishment of Board policies (refer to Policy #6). The Board will describe the scope and limitations the President may exercise in practices, methods and conduct.

As long as the President uses reasonable interpretations of the Board's policies, the President is authorized to establish all operational/management policies, make decisions, take actions, establish practices and develop activities.

Decisions of the Board acting as a body are binding upon the President. Instructions by individual Board members are not binding on the President except when authorized by the Board.

The President will:

- Promote excellence among students and staff.
- Discuss an annual business plan with the Board at the annual Board planning session, with the final plan presented to the Board for debate and approval at a subsequent Board meeting. The annual business plan to contain the major direction to the President each year and be adopted as Policy #6.
- Report progress on the annual business plan objectives and actions to the Board at a minimum of twice a year in the form of a mid-term and final report.

- Keep the Board informed on emerging trends and issues that may have an effect on the College.
- Ensure College operations are consistent with applicable legislation, sound accounting practices, and other duly authorized agreements/contracts.
- Ensure the capital and operating expenditures and revenues are within the approved annual budgets, and report on significant variations.
- Make all reasonable attempts to develop routine relationships with governments, communities, and related organizations. As appropriate, develop collaborative relations and partnerships with other educational/training institutions to bring a broad spectrum of quality programming in response to the needs/aspirations of Yukoners.
- Be the spokesperson for the College unless otherwise determined by the Board. As the spokesperson, the President will proactively seek out opportunities to promote the College through speeches and presentations to City/Municipal Councils, service clubs, First Nations assemblies and as appropriate, the Yukon Legislative Assembly.
- Appoint an acting president for a period of up to four (4) weeks.

Scope and Limitations of President

The President will ensure that sound purchasing policies, procedures and practices are in place so that the College, in a transparent, prudent manner, receives full value for dollars expended.

The following are further limitations to this policy:

The President will not:

1. Expend more funds than will be received in the fiscal year, based on the College's Statement of Operations after adjustment has been made for non-cash transactions including employee leave, amortizations and change in Pension Benefit Asset.
2.
 - a) Indebt the College in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.
 - b) Permit the College to carry a line of credit exceeding \$500,000 and an overall credit card limit exceeding \$150,000.
3. Fail to settle payroll and debts in a timely manner.
4. Fail to aggressively seek receivables after a reasonable grace period.

5. Fail to maintain the Board-approved responsible contingency reserve plan:
 - a) may not, during any fiscal year, draw-down any reserve funds more than 25% (of the balance at the beginning of that fiscal year) without prior Board approval.
 - b) Notwithstanding the above, the President may draw-down the accrued pension benefit asset reserve the amount determined by the College's actuary.

6. Make any purchase without due consideration to quality, after purchase service, value for dollar, and opportunity for fair competition:
 - a) Make any purchase wherein normally prudent protection has not been given against conflict of interest;
 - b) Make any purchase of over \$5,000 without having obtained comparative prices and quality unless sole sourcing is demonstrably justified;
 - c) Make any capital purchase without assuring the balance of long-term cost and quality.
 - d) Make a single purchase or commitment of greater than \$250,000.
 - e) Acquire, encumber, or dispose of real property.
 - f) Approve credit cards being issued to the College President without Board approval.

Information and Monitoring Requirements

- Annual operating and Capital Budget
- Annual Business Plan – mid-term and final report
- Annual Financial Audit Statements
- Reports from the Finance and Audit Committee