



Board of Governors Policy

POLICY TYPE: Executive Limitations **NUMBER:** EL-3

POLICY TITLE: Communication and Counsel to the Board

EFFECTIVE DATE: October 14, 2020 **REVISION DATE:** NEW

RENEWAL DATE: October 2023

1. BACKGROUND

- 1.1 The Board must receive complete, comprehensive, accurate information delivered in a timely fashion to facilitate efficient, effective, informed, and timely decisions. The President has an obligation to ensure the Board is supported in its work through communication and counsel.
- 1.2 The President shall keep the Board informed, on a regular and timely basis, regarding such matters for which the President is responsible (Ministry of Colleges and Universities Governance and Accountability – Resource Document on Board President Relations).

2. POLICY STATEMENTS

Accordingly, the President shall:

- 2.1. Communicate information and submit monitoring data requested by the Board in a timely, accurate and understandable fashion to facilitate the monitoring of compliance with Board policies;
- 2.2. Inform the Board of relevant trends, major program initiatives, anticipated adverse media coverage, **threatened or pending lawsuits**, significant external and internal changes, particularly in the assumptions upon which any Board policy or other significant decision has been established;
- 2.3. Advise the Board when the President believes the Board has failed to comply with its governance processes, Board policy, legislation, or any other situation detrimental to the working relationship between the Board and the President;
- 2.4. Communicate information to the Board in a concise, understandable, accurate and timely format; (See 2.1)
- 2.5. Report promptly on any non-compliance with any **Ends or Executive Limitations** policy of the Board;

2.6. Provide mechanisms for official Board communications to the College and broader community, which include:

- **Protecting the organization's public image, credibility, or its ability to accomplish Ends**
- **Representing the College, or appointing a designate, to convey College decisions to the public**
- **Inform the public of Board decisions, including By-laws, Board minutes and Board policies**
- **Making presentations to the public, excluding Board policy, President's own performance, or when instructed not to do so.**

2.7 **Submit to the Board agenda items that by legislation, or Board By-laws, require Board approval, accompanied by applicable monitoring information.**

2.8 **Fulfill individual requests for information or respond to officers or committees duly charged by the Board without favour or privilege to certain Board members over others.**

3. MONITORING

3.1 As part of its annual evaluation of the President's performance, the Board will evaluate the nature, quality, and timeliness of communication and counsel available to the Board from the President.

4. RELATED DOCUMENTS

4.1 Ministry of Colleges and Universities Governance and Accountability – Resource Document on Board President Relations