



Aurora College Board of Governors

Title: Staff Representative, Board of Governors – Terms of Reference
Approved: Motion #BG30-2016 (June 9, 2016)

Policy Statement

The Staff Representative of the Board of Governors represents the faculty and staff of Aurora College as whole.

Purpose

The Aurora College Board of Governors exercises its powers and performs its duties under the Aurora College Act (“the Act”) as delegated or directed by the Minister of Education, Culture and Employment to enable the College to fulfill its purpose, namely the delivery of adult and post-secondary education.

Membership

To promote broad representation, the Staff Representative of the Board of Governors is appointed to the position for a term up to three (3) years as per the Aurora College Act, non-renewable term in accordance with the Board of Governors’ Manual. The initial appointment will be for a two (2) year term with an optional extension of one (1) year.

The Staff Representative position rotates throughout the College regions and program/service areas. All faculty and staff can submit a letter of interest and resume when a call goes out for a new representative.

The staff representative is recommended by the President to the Minister of Education, Culture and Employment for appointment.

Functions and Roles

The Staff Representative is expected to:

- Participate in Board meetings, teleconferences and committee meetings as required
- Facilitate communication between faculty/staff and the Board
- Communicate with faculty and staff regarding upcoming Board meetings and special events as requested by the Board of Governors
- Provide valuable insight to the Board of Governors on matters affecting faculty, staff and students
- Serve on Board of Governors’ standing committees
- Perform such other duties as determined by the Board of Governors

The Staff Representative is excused for all Human Resource matters, including the annual evaluation of the President.

Honouraria & Travel Compensation

The Staff Representative is compensated in the same manner as Public Board Members when meetings and event requirements are scheduled or require travel outside of their normal working hours. Honouraria will be arranged through the President's Office as and when required for the Staff Representative.

All travel for Board related meetings and events will be arranged for the Staff Representative by the President's Office, and their travel claims will be prepared and processed by the President's Office in the same manner as Public Board Members' claims, following the processes and policies of Aurora College and the Government of the Northwest Territories.

References

Aurora College Act

Aurora College Policy & Procedures Manual

Financial Administration Act

Government of the Northwest Territories Human Resource Manual

Government of the Northwest Territories Code of Conduct