



Aurora College Board of Governors

Policy Title: Roles and Responsibilities of Board of Governors Members
Effective Date: October 24, 2011
Revised Date:
Approved: Motion #BG60-2011 (October 19, 2011)

Policy Statement

An effective Board of Governors is composed of dedicated, knowledgeable Board Members.

Individual Board of Governors Members have specific responsibilities to:

- Act in the best interest of Aurora College, while bringing forward a constituency perspective. Board of Governors decisions are to reflect the best interests of Aurora College, be open minded, objective and dedicated.
- Attend and participate in all Board of Governors and Board of Governors Committee meetings and functions, engage in respectful, constructive discussions.
- Prepare for Board of Governors and Board of Governors Committee meetings by reading and studying Board of Governors materials ahead of the meetings.
- Attend orientation sessions.
- Follow conflict of interest and confidentiality policies.
- Refrain from speaking on behalf of the Board of Governors unless specifically directed to do so.
- Be willing to contribute sufficient time to carry out Board of Governors Member and Board of Governors responsibilities.
- After a Board of Governors decision is made, remain loyal to that decision.
- Represent and promote Aurora College at community and college functions.
- Engage in professional development activities.
- Comply with all appropriate legislation, bylaws and policies.
- Be informed of purpose, mission, vision, goals and operations of Aurora College.

As a member of the Board of Governors the Board Chairperson and Vice Chairperson have specific responsibilities:

Board of Governors Chairperson Responsibilities

In addition to Board of Governors Member responsibilities, the Board Chairperson is expected to:

- Maintain the integrity of the Board of Governors process and represent the Board of Governors, when required, to outside parties.

- Conduct Board of Governors meetings, unless otherwise prescribed by legislation/bylaws.
- Serve as an ex-officio member of Board of Governors committees and ensure all other Board Members are advised of committee meetings so that they may attend in a non-voting capacity.
- Ensure meetings are conducted in an open consultation manner while maintaining a professional atmosphere.
- Ensure the Board of Governors Executive Committee is informed of current and pending Board issues and processes, and have the opportunity to be involved in agenda preparation.
- Appoint Board of Governors Committee Members and Committee Chairpersons.
- Perform such other duties as determined by the Board of Governors.
- The Chairperson is the Board of Governors Member authorized to speak for the Board of Governors (beyond simply reporting Board decisions) other than in instances authorized by the Chair.

Vice Chairperson Responsibilities

In addition to Board of Governors Member Responsibilities, the Board Vice Chairperson is expected to:

- Perform the duties of the Chairperson in the absence of the Board of Governors Chairperson.

Scope of President's Responsibilities

Not applicable

Only as a non-voting member of the Board of Governors

Information and Monitoring Requirements

- Annual Board Member Evaluation
- Formal or Informal meeting review – What Went Well (WWW) and Areas for Attention (AA)