



Aurora College Board of Governors

Policy Title: Roles and Responsibilities of the President
Effective Date: October 26, 2011
Revised Date:
Approved: Motion #BG62-2011 (October 19, 2011)

Policy Statement

The President is accountable to the Board of Governors.

The Board of Governors 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 of Governors policy with specific focus on Aurora College Act Section 20(1).

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

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

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

The President will:

- Promote excellence among students and staff.
- Determine annual and strategic plan objectives with the Board, which will contain the major direction to the President.
- Report progress on work plan objectives and actions to the Board of Governors.
- Keep the Board of Governors informed on emerging trends and issues that may have an effect on Aurora College and the work plan.
- Ensure college operations are consistent with applicable legislation, sound accounting practices and other duly authorized agreements/contracts.
- Ensure the capital and operation expenditures and revenues are within the approved annual budgets and report on significant variations.
- Make all reasonable attempts to develop routine relationships with Federal, Territorial Aboriginal 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 the people of the NWT.

- Be the spokesperson for Aurora College unless otherwise determine by the Board of Governors. As the spokesperson, the President will proactively seek out opportunities to promote Aurora College through speeches and presentations.
- Appoint an acting President for a period of up to four (4) weeks.
- The President will ensure that sound purchasing policies, procedures and practices are in place so that Aurora College, in a transparent, prudent manner, receives full value for dollars expended.
- The President shall ensure that appropriate signing authorities and responsibilities are outlined and known by administration, managers and employees of Aurora College.

Scope of President's Responsibilities

This document outlines the scope of the President's responsibilities.

Information and Monitoring Requirements

- Annual Operating and Capital Budget and periodic variance reports, no fewer than 3 per year
- Annual Work Plan
- Annual Financial Audit Statements
- Reports from the Finance Committee
- Annual President's Evaluation as per GNWT HR guidelines