



Northlands College Terms of Reference BOARD GOVERNANCE COMMITTEE

I. PURPOSE

The Board Governance Committee assists the Board by:

- Providing advice on the process and structure used to govern the affairs of the College for sound performance, accountability and integrity;
- Drafting Board policies and bylaws for approval, as directed by the Board;
- Reviewing and revising, as required, previously approved policies and bylaws on an annual basis; and
- Assisting the Board in the annual evaluation of its governance practice and processes against established measures for good governance.

II. RESPONSIBILITIES

The Board Governance Committee is responsible:

- To provide oversight for the development, implementation and review of the College’s mission, vision and strategic plan.
- Assisting the Board with its duties in adhering to Board policies and bylaws;
- Assisting the Board in monitoring the adequacy of approved Board policies, and recommending revisions and drafting new policies as required;
- Assisting the Board with implementation of evaluation tools and processes and tabulating results. As well as performing any follow-up as directed by the Board;
- Reviews the composition of the Board annually to ensure that the Board has an appropriate balance of independent Board members and to ensure an appropriate balance of expertise, skills, attributes and ability among the Board members;
- To ensure a clear separation between the governance and policy role of the Board and the administrative and operational responsibilities of the President & CEO.

III. MEMBERSHIP

The Board Governance Committee shall consist of two Board of Directors and the Chair of Board as an Ex-Officio. The VP of Finance & Operations and the Executive Coordinator shall serve as a resource to the Committee.

The Chair shall be appointed from the two appointed Directors of the Board. The Chair is responsible for scheduling meetings, setting the agenda, and conducting meetings in an orderly fashion.

IV. TIMELINES

The Board Governance Committee shall submit a work plan, outlining the Committee’s planned activities for the year, for approval by the Board by June of each year.

The Committee shall present a report outlining the results of the work plan by September of each year.

The Committee shall meet at least two times each year.

Policy Originated: September 2018	Approved by: Board of Directors
Last Approved: July 30, 2020	Signature: 