



Northlands College Policy Board of Directors Reporting

POLICY STATEMENT

In order to ensure effective governance and informed decision-making the Board of Directors of Northlands College needs to be kept abreast of all aspects of college operations.

GUIDELINES

1. The Board is ultimately responsible for college operations.
2. Any internal reporting system should provide information to the Board on the overall performance and effectiveness of the organization. It is the Board's responsibility to establish the standard or criteria against which performance is measured.
3. Information for board members should be summarized so that they receive all relevant information required to make informed decisions without being burdened with excessive detail.
4. In order that board members have reliable information, key periods need to be set aside for reporting.
5. The Board needs financial information presented in a form which meets generally accepted accounting principles.
6. Annually, the Board should review its requirements to ensure that the board reports, which they receive, actually meet the Board's need for reporting.
7. Annually, the Board should review its strategic plan, to determine if the college is meeting the requirements set out in the plan.

PROCEDURE

1. It is the overall responsibility of the President & CEO to ensure that the Board receives all relevant program, student and financial information required to make informed decisions.
2. The Director of Finance and Operations is responsible for providing all financial and condition reports.
 - Key period reports will be presented to the Board in accordance with generally accepted accounting principles.
 - Key period reports will contain period and year to date budget to actual comparisons.
 - Significant variances will be explained.
 - In addition to the key period reports the Board will receive monthly updates on operating divisions.



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3. The President & CEO is responsible for providing program and student reports.
 - The student enrolment report will contain information on programs, locations, students enrolled, discontinued, and completed (as well as providing prior year comparisons).

Policy Originated: April 17, 1997	Approved by: Board of Directors
Last Approved: May 13, 2016	Signature: 