

BOARD PROCEDURE No. 1.2 – Professional Development for Board Members

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Board
Parent Policy:	Board Policy No. 1 – Board Policies are Our Primary Means of Governance
Approval Date:	March 7, 2022
Effective Date:	March 7, 2022
Procedure Owner:	Board of Governors
Procedure Administrator:	Board Coordinator

Overview:

Members of the Board of Governors are to be equipped with governance experience prior to joining the board. However, NorQuest College espouses the benefits of lifelong learning and as such members of the Board of Governors are provided development opportunities including conferences, seminars, courses, self-study, workshops, and other related activities.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance.

Procedures:

Board of Governors Development Plan

Each year the Governance Committee shall discuss the general development needs of the Board as a whole and create a plan to offer such training. Training may be offered through regular board meetings and/or other means, dependent on budget availability.

Board Member Professional Development Plan

Where appropriate, Board members may prepare and submit to the Board Chair for approval a professional development plan that demonstrates how the proposed activities will further their knowledge and skills, and contribute to fulfilling the college mandate.

Approval of the professional development plan is to be based on the following criteria:

- The professional development activity supports the Board member’s professional objectives as they relate to fulfilling the college mandate.
- The professional development activity is directly applicable to the Board member’s current or future role at the college.
- The professional development activity makes efficient use of college resources including consideration of cost, contribution by member, activities of other Board members and quality of the activity provider.
- Consideration of issues such as time of service remaining in a Board member’s term and frequency, volume or timing of development requests in comparison to other Board members.
- In consultation with the President, the Board Chair will approve in consideration of budget allocations.

Board members are expected to:

- report to the Board on completed professional development activities at subsequent Board meetings;



- transfer knowledge obtained from the professional development activities to other Board members in a relevant manner.

Board members may be denied reimbursement for professional development and related expenses where prior approval, in accordance with this procedure, was not obtained.

Requests for Board member initiated professional development
Steps

1. Prior to committing to or incurring any costs, Board members shall request approval of individual professional development activities in advance of the activity and in writing through the Board Chair.
2. Board Chair will review each request and either approve or bring the request forward for Board discussion. Requests that require discussion are established as an agenda item at the next regularly scheduled Board meeting.
3. Approved requests are sent to Board Operations.
4. Board Operations facilitates prepayment of costs as appropriate and in accordance with the College Procurement Card Procedure.
5. Board members who personally pay for professional development costs and related expenses are to summarize expenses on the [Board Member Expense Form](#), attach original receipts and submit to Board Operations. All expenses must be within the organizational policy.
6. Board Operations facilitates processing of expense reimbursement requests for Board members.
7. Board Chair approves expense reimbursement requests.
8. Board Vice-Chair or Chair of the Finance and Audit Committee approve Board Chair expense reimbursement requests.

Definitions:

Professional Development: refers to those activities undertaken by a Board member to further the knowledge and skills required of them in fulfilling their role.

Related NorQuest College Information:

- [NorQuest College Board of Governors Policy No. 1](#) – Board Policies are Our Primary Means of Governance
- [Board of Governor’s Policy No. 2](#) – We Recruit and Develop Board Members to Fulfill Our Mandate
- [NorQuest College Mandate](#)
- [Procurement Card Procedure](#)
- [Board Member Expense Form](#)

Related External Information:

Next Review Date:

February 2025
This procedure will be reviewed at least once every three years

Revision History:

February 2012: New
March 2015: Updated references
May 2015: Updated – reimbursement of professional development expenses incorporated
February 2018: Edited
February 2022: Review