

**Abstentions** are a Refusal to vote for or against a motion.

**Act** means the *Post-Secondary Learning Act* (Alberta) as amended or replaced from time to time.

**Academic Year** means a one-year period that extends from July 1 of one calendar year to June 30 of the following calendar year, inclusive.

**Ad Hoc Committee** means a committee of the Board set up for a particular purpose, for a specified short period of time.

**Board** means the Board of Governors, established under the Act.

**Board Secretary** means the Coordinator, Board Operations.

**Standing Committees** are committees that are defined by the Board to carry out agreed to objectives as outlined in the Standing Committee Terms of Reference.

**Bylaws** mean the Board Bylaws, as amended or otherwise in force from time to time.

**Chair** means the person designated by the Lieutenant Governor in Council as chair of the Board or the person designated by the Board Chair as a Committee Chair.

**College** means NorQuest College, a College continued under Part 5 of the Act.

**Conflict of Interest** mean a situation where the interests of the College and the interests of a person dealing with a situation are in conflict or apparent conflict, and which may be more particularly set out in the Conflict of Interest Policy of the College.

**Ex Officio** refers to situations where a position is a member of a committee by virtue of their position.

**Generally Accepted Accounting Principles (GAAP)** are a collection of rules and procedures and conventions that define accepted accounting practice.

**Governance** relates to decisions that define expectations, grant power, or verify performance. It consists either of a separate process or of a specific part of management or leadership processes.

**Institutional member** refers to a member of the Board who is an employee of the College or a student.

**In Camera** refers to discussions that are intended to be kept private or confined to those intimately concerned.

**Legislation** means the *Post-Secondary Learning Act*, *Alberta Freedom of Information and Protection of Privacy Act*, *Alberta Public Agencies Governance Act* and all other acts of the Province of Alberta or Canada pertaining to the business of the College. These include any new statute or statutes that may be passed by the provincial or federal government pertaining to the business of the College or passed in substitution

# Board Policy Definitions

for or in replacement of an Act, together with any amendments thereto and regulations passed hereunder.

**Member** or **Board member** or **Governor** means any member of the Board.

**Minister** means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-Secondary Learning Act*.

**Policies** are written expressions of management philosophy and direction, established to provide guidance and assistance to administrators and other members of the College community to support good judgment and discretion in the management of the College's affairs.

**Policy & Planning Specialist** refers to the resource within NorQuest that has been appointed by the President to steward the Board Policy and Procedure processes.

**President** refers to the President of NorQuest College, who is appointed by the Board of Governors.

**Procedures** are written statements that stipulate specific actions to be taken to conform to established policies, and allow for the systematic implementation of those policies. Procedures often include detailed step-by-step descriptions of what to do, and normally explain the use of any relevant forms.

**Proxy** refers to a person authorized to act for another or to a written instrument authorizing a person to act for another.

**Public member** refers to a member of the Board who has been appointed from the public at large and who is not an employee of the College or a student.

**Standing Committee** means an ongoing committee established under the auspices of the NorQuest College Board of Governors and that receives direction from and reports solely to the Board of Governors.

**Vice-Chair** means the Public member appointed by the Board to serve as Chair in the Chair's absence.