

The Board Delegates Authority to the President & CEO

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Board Policy No.	05
Functional category	Board of Governors
Approval date	May 27, 2024
Effective date	May 27, 2024
Policy owner	Board of Governors
Policy administrator	Board Coordinator

1.0 Objective

As NorQuest College's (College) Board of Governors, we delegate our authority and assign responsibility to the College's President & CEO to carry out the College's plans and programs on our behalf.

As a Board, we provide leadership and oversight of the College's activities by:

- 1.1 Establishing and respecting clear distinctions between the authority we retain as a Board and the authority we delegate to the College's President & CEO.
- 1.2 Holding the President & CEO accountable for the authority we delegate.
- 1.3 Remaining accountable to the public for our mandate.

2.0 Policy

2.1 The Board's relationship with the President & CEO

NorQuest College's President & CEO is a member of the College's Board of Governors and carries out the actions of the Board (subject to any exceptions addressed elsewhere in the Board's policies). In its relationship with the President & CEO, the Board is committed to:

- a) A mutual expectation of professional, moral, ethical, respectful, and legal behaviour of the highest standards.
- b) Processes and Procedures that ensure clear and timely responses to requests for information, guidance, and decisions from either the President & CEO or the Board Chair.
- c) Clear delegation of our authority and respect for the limits that such delegation places on us as individuals and as a Board.
- d) Supporting the President & CEO's delegation of authority to provide opportunities for NorQuest College staff to become engaged, committed and increasingly effective leaders within the College.

2.2 Authority we delegate to the President

In addition to the general supervision over and direction of the operation of the College, which is the responsibility of the President under section 81(3) of the *Post-Secondary Learning Act* (Act), NorQuest College's Board of Governors, delegates to the President & CEO its authority to:

- a) Carry out the College's plans and programs on its behalf.
- b) Establish policies and procedures for the College's management and operation.
- c) Make all decisions, take all actions, and develop all activities that are consistent with a reasonable interpretation of legislation, the Board's policies, and the Board's Strategic Plan for NorQuest College.
- d) Carry out, implement, and make decisions in relation to the following sections of the *Post-secondary Learning Act* and the *Public Post-secondary Institutions' Tuition Fees Regulation*:

Act Section	Section Title	Further clarification
45 (2)	Programs boards must provide	These sections are delegated with the exception to items that require Ministerial approval.
46(1b&e), (3&4)	Academic Council	
47	Academic Council – powers and duties	
60(1c&d)	General powers and duties	
64	Student discipline	
65	Collection of personal information	
68	Ownership of intellectual property	
75	Banking and investment	Delegation is subject to Board specified limitations for investments.
80	Other reports and information	Delegation refers to requests for information or documents not specified elsewhere in the Act.
82	Vice-Presidents	
83	Officers and employees	
84	Academic staff	Responsibility for approval of collective agreements is retained by the Board
97	Audit of student organizations	
105	Programs of study	
106	Degrees	

Act Section	Section Title	Further clarification
118	Information and reports	Delegation refers to requests for information or documents not specified elsewhere in the Act.
121(4)	Development of land	References to the Safety Codes Act.

Further to section 81(4) in the *Post-secondary Learning Act*, the President & CEO may delegate in writing any of the above powers, duties or functions as the President & CEO considers appropriate.

When any question arises as to the powers or duties of the President & CEO, or a Vice-President or other officer or employee, and these powers and duties are not definitely provided for in the *Post-Secondary Learning Act*, the Board's decision on the question is final.

2.3 Authority the Board Retains

As NorQuest College's Board of Governors, we retain our authority to:

- a) Fulfill our governance role.
- b) Review, revise and approve the College's Strategic Plan.
- c) Define the President & CEO's role, appoint the President & CEO, evaluate the President & CEO's performance in that role and ensure a succession plan is in place for the President & CEO Establish and revise Board Policies, Procedures, and processes.
- d) Establish Board committees to provide oversight of key areas of governance such as Board policy, recruiting and evaluating the College President & CEO, and finance and audit.
- e) Consider and pass motions in key governance areas, which motions are binding on all Board members, including the President & CEO.
- f) Act on any issue it deems appropriate and in the best interests of the College.
- g) Review, approve, and monitor the Investment Management Agreement, Annual Report, budget, and financial statements prepared by the President & CEO on our behalf.

3.0 Definitions

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

3.2 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.

3.3 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.

4.0 Related information

4.1 NorQuest College

- a) [Board Policies and Procedures](#)
- b) [Board Bylaws](#)
- c) Board Committees' Terms of Reference
- d) [NorQuest College Strategic Plan](#)

4.2 External

- a) [Post-secondary Learning Act](#)
- b) [Post-secondary Institutions' Tuition and Fees Regulation](#)

5.0 Next review date

May 2027

This policy is reviewed at least once every three years to ensure compliance with legislation, Board Policies and intended purpose.

6.0 Revision history

Date	Version	Action
June 2010	V1	New policy is established.
May 2012	V2	Reviewed
October 2012	V3	Reviewed
February 2016	V4	Reviewed
February 2019	V5	Reviewed
October 2021	V6	Revised and reformatted
May 2024	V7	Reviewed, template updated