



COLLEGE OF THE NORTH ATLANTIC

GOVERNANCE POLICY

TOPIC: ROLES AND RESPONSIBILITIES

TITLE: ROLE OF CHAIR OF THE BOARD

Policy No.	GP-RR-902	Supersedes	N/A
Related Policy	GP-GR-801	Effective Date:	October 28, 2011
Authority	<i>College Act, 1996</i>		

902.0 The Chair of the Board shall not fail to:

1.0 Conflict of Interest

- 1.1 Ensure every Board member signs a conflict of interest disclosure statement upon appointment to the Board.
- 1.2 Ensure every Board member signs a new conflict of interest disclosure statement at the beginning of every calendar year and no later than January 31st.
- 1.3 Prohibit a Board member from participating in any meeting of the Board or its committees if the member has not signed a conflict of interest disclosure statement.
- 1.4 Where possible prior to a Board meeting, decide with or without the support of a executive committee whether or not an activity proposed to be engaged in or engaged in by the Board member is prohibited under the Conflict of Interest Policy and inform the Board member that the member shall not fail to comply with the decision.
- 1.5 During a Board meeting, settle a question concerning whether a Board member has failed to fulfill an obligation under the Conflict of Interest Policy by consulting with the Board as a whole.

- 1.6 Determine whether to request that the Board member who has failed to fulfill an obligation under the Conflict of Interest Policy, shall be: (i) reprimanded; or excused from discussing the item or, (ii) follow the Conflict of Interest policies as stated.

- 1.6.1 Inform a Board member of his/her right to appeal his decision with regard to a question of Conflict of Interest.

2.0 Evaluation

- 2.1 Ensure the Board conducts and bi-annual evaluation of itself every two years.

3.0 Meetings

- 3.1 Ensure that the notices and agenda of Board meetings are distributed to all Board members.
- 3.2 Convene and preside over meetings of the Executive Committee of the Board and the full Board.
- 3.3 Fulfill commitments either as a member or as an ex-office member of all committees.

4.0 Orientation

- 4.1 Ensure orientation sessions are held for any new Board member following an appointment.

5.0 Policies

- 5.1 Ensure governance policies or procedures are consistent with all relevant documents such as provincial legislation.

6.0 Relation with the President

- 6.1 Maintain a liaison with the President and inform the Board of issues which may place the Board at risk.

7.0 Communication

- 7.1 Act as the official spokesperson for the Board on governance matters.

Approved by: Board of Governors, BM 06-11-06
Date: October 28, 2011