

# **FANSHAWE COLLEGE BOARD OF GOVERNORS' POLICY MANUAL**

## **CATEGORY B - BOARD PROCESS**

**TITLE: BOARD PROCESS COMMITTEE**

POLICY NUMBER: **B-07.05**

EFFECTIVE DATE: 2018 01 25

REFERENCE: 40207, 45503, 49704, 50703, 56001

### **MEMBERSHIP:**

The Committee is chaired by the Chair of the Board of Governors and consists of the First and Second Vice-Chairs, with the President and Corporate Secretary/Treasurer as resource persons.

### **MEETINGS AND MINUTES:**

The Committee meets once per month about three weeks in advance of each Board meeting. The Board Process Committee does not keep official minutes, but does in fact record "notes" of its meetings, particularly for follow-up action. The notes are normally taken by the Recording Secretary of the Board.

### **FUNCTION:**

1. The primary role of the Board Process Committee is to assist the Board Chair with regard to the planning and agenda setting of regular Board meetings and other Board functions such as the annual planning workshop, and other special events. Others may be invited to participate in discussions at the discretion of the Board Chair.
2. At each monthly meeting, the Committee advises the Chair concerning agenda items for the upcoming Board meeting. The Committee will be cognizant of the activities of the various Board Task Forces and will review the Board's Annual Work Plan from time to time to ensure that planned activities are proceeding.
3. Other functions of the Board Process Committee include:
  - 3.1 reviewing the proposed Board budget for the upcoming fiscal year to develop a recommendation to the Board for approval and monitoring of Board expenses

- 3.2 coordinating the annual appraisal of the President and preparing necessary analysis for the Board
  - 3.3 negotiating the contract of the President subject to approval by the Board
  - 3.4 monitoring the application of Board Process policies
  - 3.5 developing a Governance Educational Session for Governors and Senior College Leaders in accordance with Board Policy B-42 (Board/Governor Development)
  - 3.6 providing an annual Orientation session for all incoming Board Members.
  - 3.7 overseeing the election of Internal Governors in accordance with By-Law #3.
  - 3.8 considering, and where required, reporting back to the Board on any matter referred to the Board Process Committee by the Board
4. Periodically, the Board of Governors may refer the development/modification of a policy to the Board Process Committee to develop recommendations for the Board. Such policies will be restricted to Board Process and Board-President Relationship policies only.