

FANSHAWE COLLEGE  
BOARD OF GOVERNORS' POLICY MANUAL

*CATEGORY B – BOARD PROCESS*

TITLE:            DEVELOPMENT OF BOARD POLICY

POLICY NUMBER:            B-10  
EFFECTIVE DATE:            2015 01 22  
REFERENCE:                    37305, 42506, 47904, 53304

BACKGROUND INFORMATION:

The Board has endorsed a policy governance approach to governing Fanshawe College that emphasizes values, vision, empowerment of both board and staff and the strategic ability to lead. Observing the principle of policy governance, the Fanshawe Board will craft its values into policies, which will enable the Board to focus its efforts and direction.

THE POLICY:

1. Board policies are defined at Fanshawe College as policies set by the Board of Governors which outline:
  - 1.1 a Board direction to be taken by the organization to achieve a specific End
  - 1.2 a Board strategy or position statement
  - 1.3 a code of conduct or value statement by the Board of Governors
2. Board Policy will fall into one of the following categories:
  - 2.1 Ends (Results) - The Board will define which needs are to be met, for whom, and at what cost. Written with a long-term perspective, these mission-related policies will embody most of the Board's part of long-range planning.
  - 2.2 Board Process - The Board will determine its philosophy, its accountability, and the specifics of its own job.
  - 2.3 Board-President Relationship - The Board will clarify the manner in which it delegates authority to the President as well as how it evaluates the President's performance based upon the Ends and Executive Limitations policies.
  - 2.4 Executive Limitations - The Board will establish the boundaries of acceptability within which staff methods and activities can responsibly be

left to staff. These limiting policies therefore apply to staff *means* rather than *ends*.

3. The format for Board Policy will follow the format of this policy as an example and include:
  - 3.1 reference to the policy manual
  - 3.2 brief background information (optional)
  - 3.3 the policy statement
  - 3.4 a monitoring section (where applicable)
  - 3.5 any interpretation notes (e.g., definitions)
4. Generally, the Board will identify the need for a new Board policy; however, other groups (e.g., Board Committees or Task Forces, the government, college management, etc.) may refer an issue to the Board which may require a policy statement to be developed by the Board. When the Board encounters an issue which it determines requires development of policy, the Board will consider the following courses of action:
  - 4.1 The Board as a whole will develop a policy at a regular meeting of the Board
  - 4.2 The Board will assign the issue to a task force for further exploration and facilitate the development of policy by the Board
  - 4.3 The Board will defer the issue to the annual planning workshop for a ranking against all other priorities
5. Once the policy has been approved by the Board of Governors, it will be incorporated into the Board Policy Manual. The Manual will be a dynamic document which lists all Board policies and is regularly updated when new policies are developed. When Board policies are added to the manual, they will be circulated to the college via regular updates.
6. To ensure the Board Policy Manual is kept current, every Board policy shall be reviewed by the Board Process Committee or a Board Task Force within five years after the policy has been approved or amended by the Board. All proposed revisions to Board policy shall be provided to the Board for consideration.