

## BOARD PROCEDURE No. 1.1 – Board Member Compensation

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional Category:</b>	Board
<b>Parent Policy:</b>	Board Policy No. 1 – Board Policies are Our Primary Means of Governance
<b>Approval Date:</b>	March 7, 2022
<b>Effective Date:</b>	March 7, 2022
<b>Procedure Owner:</b>	Board of Governors
<b>Procedure Administrator:</b>	Board Coordinator

### Overview:

Members of the Board of Governors are to receive honoraria for the performance of their duties as members of the Board. This procedure identifies criteria and requirements for Board members to receive honoraria.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance.

### Procedures:

- Excepting the President, Board members are entitled to honoraria at rates that the Board will establish by resolution.
- Current honoraria rates are specified in [Attachment A](#).
- Honoraria are paid bi-weekly by electronic funds transfer.
- Honoraria are pro-rated within a bi-weekly period as required.
- Board members are entitled to one of either: the Board Member entitlement, the Committee Chair entitlement or the Board Chair entitlement.
- Any Board member on leave of absence from the Board for a period of ninety days consecutively or more will not be entitled to receive honoraria for that period of absence.
- Through an annual review process, honoraria may be adjusted with the approval of the Board.
- A Board member may opt to transfer all or any portion of their honoraria back to NorQuest College.

### Steps

1. Newly appointed Board members and Board members who wish to change direct deposit information, are to complete an Honoraria Form, attach a void cheque and submit these to Board Operations.
2. Board Operations advises Payroll to initiate payment of Honoraria. A copy of the Order in Council/Ministerial Order appointing the Board member is provided to confirm the commencement and appointment end dates.
3. Board Operations advises Payroll where honoraria payments:
  - Cease as a result of a period of absence or when the appointment to the Board ends
  - Recommence as a result of a return from a period of absence
  - Are extended as a result of an appointment continuance
 Documentation confirming the applicable dates is provided with each instance.

<b>Definitions:</b>
<b>Related NorQuest College Information:</b>
<b>Related External Information:</b>
<b>Next Review Date:</b>
<b>Revision History:</b>

## Waiving Honoraria of Gifting Honoraria to NorQuest College

### Steps

1. Board members who choose to waive honoraria are required to submit a written request to Board Operations.
2. Board members who choose to gift their honoraria to NorQuest College may do so by submitting a written request to Board Operations. Receipts for tax purposes will be issued.
3. Board Operations will facilitate establishment of the required action on behalf of the Board member.

**Honoraria:** refers to remuneration payments to Board members for the performance of their duties.

- [NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance](#)
- [Board of Governor’s Policy No. 10 – Bylaws of the Board of Governors](#)
- [Board Procedure 1.1 - Attachment A](#)
- Board Member Honoraria Form
- [Alberta Post-Secondary Learning Act SA2003 – Section 55 and 56](#)

February 2025

This procedure will be reviewed at least once every three years

February 2012: New

March 2015: Updated references

May 2015: Updated – expenses content moved to separate procedure

February 2018: Review and edited

February 2022: Revised