

BOARD POLICY NO. 9 – WE RECRUIT, RETAIN AND GUIDE NORQUEST COLLEGE’S PRESIDENT & CEO

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

Functional Category:	Board
Approval Date:	March 7, 2022
Effective Date:	March 7, 2022
Policy Owner:	Board of Governors
Policy Administrator:	Board Coordinator

Objective:

NorQuest College attracts, supports and retains a President and CEO who provides the College with purposeful, consultative and courageous leadership that achieves our strategic vision and plan for the College.

Selecting and evaluating the College President and CEO is a primary function of Board governance. As a Board, we rely on the President and CEO to carry out our strategic vision and plan for the College, through effective management and oversight of the College’s operations as well as through leadership within the College and its broader community of stakeholders.

Policy:

Recruiting a President and CEO

To recruit a leader to fill the role of College President and CEO, the Board follows a transparent public process that starts with establishing a Presidential Search Committee initiated by the Human Resources Committee. In consultation with the Board, the Search Committee establishes its terms of reference and may set timelines and objectives suitable for the circumstances of the search. The Search Committee’s recommendation for the best candidate to fill this role is subject to the Board’s approval. The President and CEO is appointed for up to a six-year term, which may be renewed.

As a Board, we act in the best interests of the College to recruit, hire, evaluate the performance of the President and CEO, and renew or terminate the President and CEO’s contract.

In all aspects of the President and CEO’s employment, we act to ensure that our conduct meets the highest standards of fairness, honesty and respect for the office and the individual in it.

Retaining the President

The Board follows a transparent process to establish appropriate levels and types of compensation and to identify appropriate terms for the Board’s employment contract with the President and CEO.

The Human Resources Committee (comprised of the Board Chair, Board Vice Chair, Chair of the Governance Committee and Chair of the Finance and Audit Committee) is responsible for negotiating the President’s initial employment contract and any subsequent amendments or extensions, on the Board’s behalf. The Board Chair is responsible for ensuring that contracts are submitted and approved by Advanced Education in alignment with the *Post-Secondary Institutions Compensation Regulation*, negotiations are completed in a timely manner and that the final contract is approved by the Board.

	<p>Guiding the President</p> <p>The Human Resources Committee represents the Board in all matters relating to the President and CEO’s conduct and execution of duties under the employment contract and in the President and CEO’s job description.</p> <p>The Board evaluates the President’s performance through a transparent system that measures performance against the expectations and limits set by:</p> <ul style="list-style-type: none"> • NorQuest College Strategic Plan • NorQuest College Investment Management Agreement • Board and College policies • Board Mandate and Roles Document • President and CEO Performance Plan Evaluation Guide • Job description and employment contract <p>Extending or terminating a president and CEO’s employment</p> <p>The Board acts in the College’s best interests to decide whether to:</p> <ul style="list-style-type: none"> • allow its contract with a President and CEO to expire without renewal, • invite a current President and CEO to consider renewing or extending a contract, or • terminate a contract before its expiry date. <p>Board means the Board of Governors, established under the Act.</p> <ul style="list-style-type: none"> • Board Policies • Board Policy Definitions • • <i>Post-Secondary Learning Act</i> • <i>Reform of Agencies, Boards and Commissions Compensation Regulation</i> <p>February 2024 – At least once every three years to ensure compliance with legislation, Board Policies and intended purpose.</p> <p>June 2010 – New Policy Established October 2012 March 2013 March 2015 February 2018 February 2022</p> <ul style="list-style-type: none"> • A status report on the President’s Performance Plan is provided mid-year, and a complete report on the President’s Performance Plan and Evaluation Guide is provided at the year-end.
Definitions:	
Related NorQuest College Information:	
Related External Information:	
Next Review Date:	
Revision History:	
Monitoring and Frequency:	

Guiding the President

The Human Resources Committee represents the Board in all matters relating to the President and CEO’s conduct and execution of duties under the employment contract and in the President and CEO’s job description.

The Board evaluates the President’s performance through a transparent system that measures performance against the expectations and limits set by:

- NorQuest College Strategic Plan
- NorQuest College Investment Management Agreement
- Board and College policies
- Board Mandate and Roles Document
- President and CEO Performance Plan Evaluation Guide
- Job description and employment contract

Extending or terminating a president and CEO’s employment

The Board acts in the College’s best interests to decide whether to:

- allow its contract with a President and CEO to expire without renewal,
- invite a current President and CEO to consider renewing or extending a contract, or
- terminate a contract before its expiry date.

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

- Board Policies
- Board Policy Definitions
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- *Post-Secondary Learning Act*
- *Reform of Agencies, Boards and Commissions Compensation Regulation*

February 2024 – At least once every three years to ensure compliance with legislation, Board Policies and intended purpose.

June 2010 – New Policy Established
October 2012
March 2013
March 2015
February 2018
February 2022

- A status report on the President’s Performance Plan is provided mid-year, and a complete report on the President’s Performance Plan and Evaluation Guide is provided at the year-end.