

Quick FAQs: Internal Governors

Is being a Board member a paid position?

No, but there are many benefits. You are invited to numerous College (spring and fall Open House events, awards and convocation ceremonies) and Board events (pre-meeting opportunities, annual Retreat), and meet a lot of interesting people. By being on the Board, you increase your knowledge of Fleming and its place in the Ontario college system.

Members are reimbursed for reasonable expenses (for example, mileage for travel to other campuses for Board meetings or events, hotel and registration costs for system conferences).

What does the Board do?

The role of the Board is to provide the College with community-based governance through impartial oversight and ensure that it is effectively and appropriately managed. Operational management of the College is vested in the President, carried out by College staff.

Governors play a vital role in shaping Fleming's strategic direction and mission while ensuring public accountability. Gender balance, geographic representation, and an ability to evolve relationships that will build and support Fleming College are also priorities. A *position description* is attached.

What are my duties as a member of the Board?

You are responsible for attending meetings of the Board and any assigned committees. You are also responsible for reading materials in preparation for each meeting – in other words, be prepared to discuss and debate issues with your Board colleagues.

If elected, when would I start to become a Board member? What is the time commitment?

The “Board year” follows the appointment timeframe: September 1 through to the following August 31.

The Board has established a single meeting day and schedules Committee-of-the-Whole (the full Board meets as a committee to discuss, focus and frame issues), Public Board (or “open session”) and In-Camera Board (or “closed session”) meetings on this day. In other words, governors are devoting one afternoon/month to meetings (lunch at 12:30 p.m., meetings from 1:00 p.m. through 5:30 p.m. approximately). There are many events which Governors are encouraged to attend as well as educational opportunities.

What kind of people are on the Board?

The twelve external members of the Board are appointed for their expertise in specific areas; you will meet a wide variety of individuals with skills in many areas, for example financial, health care, education, and business. There are also internal representatives on the Board, elected by their respective constituency group: one Support Staff, one Academic, one Administrative and one Student representative. There is also an opportunity for a second Student representative – the Student Observer – which is a non-voting position.

How long is my term on the Board?

The term for a Student Governor (and that of the Student Observer) is one year; if you graduate prior to the expiration of the term, you remain a member of the Board until August 31. A term for the Academic, Support Staff and Administrative Governors is three years. All incumbents are eligible for re-election for a second term. However, where elected members cease temporarily or permanently to be a student, academic, administrative or support staff member, they cease to be a member of the Board.

What happens if I miss a meeting?

There is no problem in missing one or two meetings; however, as a general principle, Governors are expected to attend all meetings of the Board and its Committees, either in person or through alternate means.

When and where are meetings held?

The majority of Board meetings are held in Peterborough, at the main Sutherland (Brealey) Campus in the Scholfield Boardroom, B3330. At least two meetings in the schedule are at the Frost Campus in Lindsay. Meetings may also be scheduled at the Cobourg and Haliburton Campuses.

Sir Sandford Fleming College

Board of Governors Position Description

Preamble

The authority to govern Sir Sandford Fleming College is given to the Board of Governors through the Ontario College of Applied Arts and Technology Act 2002, Ontario Regulation 34/03, Ministry Binding Policy Directives, and the Board's own By-Laws.

Operational management of the College is vested in the President and carried out by College staff. The Board governs the College and, as such, is accountable – to the students, employers, and communities it serves – for ensuring that it is effectively and appropriately managed to achieve its established mandate and to provide needed services.

Role and Responsibilities of the Board

The Board of Governors is **responsible for strategic leadership and good governance**. In this capacity, the Board has the responsibility to:

- hire the President, delegating accountability for the performance and operation of the College to the President
- evaluate the performance of the President
- set the College's Vision/Mission, strategic directions, and overall goals/outcomes, and ensure that the operational plans, major decisions and outcomes fulfill and advance the mission and mandate
- accept accountability for the successful implementation of the College's Vision/Mission and Strategic Plan
- support the President in achieving the College's Vision/Mission and Strategic Plan
- approve, for submission to the Minister of Advanced Education and Skills Development, the strategic plan, business plan, annual report, budget, auditor's report, financial statements, agreements and operational reports/reviews
- ensure the financial integrity/solvency of the College
- monitor the identification and management of risks
- ensure the effective management of the College's physical assets
- ensure the College is well managed.

The Board **enhances the College's public image** and provides:

- a link between the organization and the communities served by the College
- leadership in advocating for changes in the communities it serves and with all levels of Government (municipal, provincial, federal).

The Board **has a commitment** to:

- contribute to the social and economic well-being of the College and its communities
- create a climate of innovation within the College
- establish annual Board objectives in support of the College Strategic Plan
- evaluate the performance of the Board collectively and individually
- work through the President's Office to maintain effective communication with the College community.

Role and Responsibilities of a Governor

To support the Board in fulfilling its goal to ***govern with excellence***, a Governor ***is expected to:***

- make good governance of the College a personal priority
- maintain a clear separation between the strategic and policy role of the Board and the day-to-day operational responsibilities of management, and respect the internal administrative authority of College management
- contribute, from personal, professional and life experiences, to the overall work of the Board
- prepare for, attend and regularly participate in the meetings of the Board and of assigned Committees
- raise individual perspectives during Board discussions for maximum Board effectiveness
- support Board decisions and work with fellow members in a spirit of cooperation
- respect and maintain confidentiality with respect to meetings, deliberations and materials
- recognize that the Board Chair or his/her express designate is the only spokesperson for the Board, and that the President or his/her express designate is the only spokesperson for the College.

In support of the overall goal to ***govern with excellence***, a ***Fleming College Governor will also:***

- identify and pursue, on an annual basis, at least one individual objective/commitment that supports the Board's stated objectives and those articulated in the College's Strategic Plan
- act as an ambassador for the College by promoting and supporting it locally, provincially, nationally, internationally
- periodically attend college events including convocations, fundraisers, banquets, student events, social and sporting activities, open house, etc. as well as taking advantage of opportunities for informal contact with faculty, staff, students, alumni.

ACCEPTED by the Board of Governors – Committee of the Whole, October 31, 2007