

Policy for Expectations of Members of the Board

Category:	Board
Number:	BO3
Responsibility:	Board
Approval:	<i>Board of Governors, April 28, 2022</i>
Amendments:	Every 5 years or as circumstances warrant

PURPOSE

To outline the expectations of Board members.

SCOPE

This policy is applicable to all Board members.

POLICY

Members are accountable to exercise the powers and discharge the duties of their office diligently, honestly, in good faith and in the best interests of the University rather than in the interests of any other person, entity or constituency.

All Board members (including ex-officio) of the Algoma University Board will:

- a) Adhere to the bylaws, policies, and resolutions of the Board of Governors
- b) Be informed and prepared to participate actively in Board meetings and subsequent business.
- c) Ensure questions and comments are relevant to the agenda item being discussed, and approach the Secretary to the Board in the event that additional information is necessary to make an informed decision.
- d) Ensure adequate equipment is properly utilized for virtual attendance and full participation during any meetings.
- e) Champion and actively support the University in the community.
- f) Participate in at least one standing or ad-hoc committee of the Board.
- g) Support the decisions of the Board of Governors

The Chair of the Board of Governors will:

- a) Act as the University spokesperson.
- b) Chair all meetings of the Board of Governors in a fair and impartial manner, consistent with generally accepted rules of order.
- c) Ensure that the conduct of the Board of Governors and its members is in accordance with The Algoma University Act - Bill 80, Algoma University By-laws; University and Board policies/procedures, and the Board of Governors Code of Conduct.
- d) Represent the University in the community and with the government as requested.

- e) Lead the Board's strategic planning process.
- f) Lead the evaluation of the President's performance.
- g) Encourage the Board of Governors to have a 100% participation rate in the Annual Campaign.

Recognizing the duties of the Chair are significant, it is understood that from time to time, designates will be used to support this role.

Each Committee member will:

- a) Attend no fewer than 70% of regularly scheduled committee meetings. Committee members absent for three committee meetings in a row may be asked to resign by the Chair of the Committee.
- b) Arrive at committee meetings informed and prepared, ready and willing to participate actively in committee work.

Each Committee Chair will:

- a) Confirm any changes to the terms of reference for the committee and slate of committee members with the Nominating and Governance Committee.
- b) Chair all meetings in a fair and impartial manner, consistent with generally accepted rules of order.
- c) Report at each Board meeting on the Committee's activities.
- d) Ensure that accurate minutes are taken and distributed.
- e) Ensure that the Committee operates within all By-Laws and policies.
- f) Ensure that each Committee member is oriented to the Committee and understands his/her role and responsibility.

Updated: April 28, 2022