

Algoma
UNIVERSITY



2025-2026
NON-TEACHING STAFF
GOVERNOR
Candidate Handbook

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**ISSUED BY THE OFFICE OF THE SECRETARIAT ON
BEHALF OF THE BOARD OF GOVERNORS**

[Algoma University Board of Governors](#)

Call for Expressions of Interest

The Algoma University Board of Governors (“the Board”) is seeking Expressions of Interest from Non-Teaching Staff members to fill one upcoming opening for Non-Teaching Staff Governor for a three-year term starting July 1, 2025 and ending June 30, 2028.

Interested in becoming a Non-Teaching Staff Governor?

Interested Non-Teaching Staff members who wish to be considered for the position must thoroughly review the Non-Teaching Staff Governor Handbook and complete the following three steps:

1. Meet Eligibility Requirements

Non-Teaching Staff candidates must meet the eligibility requirements outlined in By-law No. 2 (outlined on pages 5 and 6 of this handbook).

2. Attend a Mandatory Information Session

Attend one of the mandatory Governance 101 Information Sessions:

- Option 1: Monday, May 5, 2025 from 3:00 PM to 4:00 PM
- Option 2: Tuesday, May 6, 2025 from 11:00 AM to 12:00 PM
- Option 3: Wednesday, May 7, 2025 from 10:00 AM to 11:00 AM

Register here: [Registration Form for Governance 101 Information Session](#)

3. Submit an Expression of Interest Application Form

Submit an online [Expression of Interest Application Form](#) no later than 12:00 PM on Friday, May 9, 2025.

Role of Internal Governors

The role of an internal Governor¹ on the Board of Governors is a fiduciary one, requiring them to act in the best interests of the University as a whole, rather than advocating for any specific group, including staff, faculty, and students. Governors must act honestly, in good faith, and with reasonable care and diligence in their decision-making. While the internal Governors provide valuable insights and perspectives related to the operational needs, academic policies, governance issues, and challenges faced by the University, their primary responsibility is to ensure that all decisions made at the Board level align with the University's overall mission and strategic goals.

As members of the Board, which is an independent corporate governing body, the internal Governors engage in high-level discussions regarding the University's strategic direction, financial oversight, and long-term planning. The University administration presents information to the Board, seeking advice, input, and approval on key initiatives. In this context, the internal Governors play critical roles by evaluating proposals, questioning assumptions, and raising informed concerns based on their unique perspectives and expertise. Nevertheless, internal Governors must always prioritize the broader interests of the university over those of their constituencies.

Their insights into the faculty, staff, and student experience are invaluable to the Board's deliberations, helping to ensure that decisions reflect a balanced understanding of how strategic choices impact students, faculty, staff and the University as a whole. Ultimately, the internal Governors aid the Board in making informed, well-rounded decisions that support the University's long-term success.

Expectations of Governors

The [Board of Governors](#) is collectively responsible for overseeing the operational, financial and business affairs of the University. Governors play a valuable role in supporting the University's current and future success by advancing and upholding the mission of the University and by performing the duties as set out in the [Algoma University Act](#).

¹ Internal Governor positions include the following: Student Governors, Non-Teaching Staff Governor, Teaching Staff Governor, and Senate Member.

Some of the fundamental duties of Governors include:

- **Fiduciary Duty (Duty of Loyalty):** Governors must put the interest of the University before their own personal and professional interests or the interest of any particular group, including non-teaching staff, and must act honestly and in good faith with a view to serving the best interests of the University.
- **Duty of Compliance:** Governors must comply with all applicable laws and regulations and with University policies and procedures applicable to Governors.
- **Duty of Care (Due Diligence):** Governors must exercise the degree of care, skill, and diligence reasonably expected from a person having their knowledge and experience. This principle requires Governors to devote reasonable time and attention to the affairs of the University in order to exercise informed business judgment.

Commitment to Active Participation

Membership on the Board of Governors requires Governors to have the desire to serve, as well as the willingness and ability to commit the time and effort required for preparation and active participation.

- **Board Meetings:** There are typically six (6) to eight (8) meetings per cycle (usually between September - June), scheduled on Monday evenings (4:30 PM to 8:00 PM). Meetings are held in Sault Ste. Marie with remote options. Special meetings occur from time to time. Check the [Meeting Schedule](#) listed on the web page for an example.
- **Preparation Time:** Governors are expected to review the meeting material in advance and come prepared to discuss the material. Meeting material is usually provided electronically a week in advance and can take 3 to 6 hours per meeting to review.
- **Orientation and Professional Development:** The Board holds a mandatory orientation session in late August and two Board Strategy Sessions per cycle that run over two days (typically Friday evening and Saturday sessions) during the fall and spring terms. The University may call on Governors to attend University related events and activities.

Desired Skills and Attributes of Governors

- Passionate about Algoma's well-being (i.e. compelling interest in supporting Algoma University; advocates for higher education's values and contributions)
- Strong relationship building (i.e. capacity to connect with diverse communities and partners)

- Integrity (i.e. putting the good of the University first; avoiding conflicts of interest; maintaining confidentiality)
- Diversity of thought/perspective (i.e. international and/or cross-cultural understanding/perspective)
- Related governance experience (i.e. experience on or with board structures)
- Strategic leadership (i.e. forward planning, change management, strategic analysis/experience, critical thinking)
- Effective communication skills (i.e. constructive tone; good facilitation skills)

Board's Commitment to Equity, Diversity and Inclusion

Algoma University is strongly committed to fostering diversity and inclusivity within our community. The Board of Governors invites and encourages interest from individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented: Indigenous peoples (First Nations, Inuit, and Métis), racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons.

Eligibility Requirements

As per By-law No. 2 of the Algoma University Board of Governors, the Non-Teaching Staff Governor must meet each of the following eligibility criteria:

- be non-teaching staff, as defined in the By-law No.1;
- be in full-time employment in good standing;
- Be a member of the staff bargaining unit;
- not hold a position on the executive committee or council within their constituency's Union or Association, nor be a member of the bargaining team representing their constituency; and
- have a minimum of two years of continuous service at the University.

Additionally, in accordance with the Act and the Not-for-Profit Corporations Act, to be eligible to hold a position as Governor, an individual must meet all of the following criteria:

- must not be under 18 years of age;
- must not have the status of bankrupt;

- must not have been found to be incapable of managing property under the Substitute Decisions Act, 1992, or Mental Health Act;
- must not have been found to be incapable by any court in Canada or elsewhere;
- except for an individual who is Governor by virtue of their office, must not have been found, by resolution of the Members at a Special Meeting, to have committed a material breach of a policy or procedure of the University or their fiduciary or other legal duties and responsibilities to the University;
- must not hold a position as Governor and/or are a member of a Board of Directors of any other degree-granting university, college or other institution of higher learning;
- must not have failed to comply with any other applicable qualifications set forth in legislation for governors of a university of Ontario and/or the Algoma University By-laws.

Mandatory Governance 101 Information Session

Individuals interested in being considered for a Governor position are required to attend a mandatory Governance 101 Information Session (prior to the application deadline). Attendance will be tracked. Please review the Important Dates and Deadlines section below for the dates of the Governance 101 Information Session.

This session will cover key topics including:

- the Board of Governors' mandate and responsibilities;
- the duties and role of a Governor, including fiduciary duties such as the duty of loyalty, duty of compliance and duty of care;
- an overview of governance at Algoma University, including the University's bi-cameral governance structure;
- key governing documents and their purposes;
- time commitments and important dates for the 2025-2026 Board cycle; and
- the Expression of Interest Application Form and Internal Governors election process

If you are unable to attend the mandatory session but still wish to apply for a Governor position, please contact the Board Secretary at secretariat@algonau.ca by noon on May 8, 2025.

Register here: [Registration Form for Governance 101 Information Session](#)

Expression of Interest Application Form

When you are ready to proceed, submit the online [Expression of Interest Application Form](#) no later than 12:00 PM on Friday, May 9, 2025.

Be sure to review each section of the form, answer all questions, and attach all required documents. Incomplete or late applications, will not be considered. No exceptions will be made.

Your personal statement and photo, submitted as part of your application, will be posted on the Board of Governors webpage during the election process.

For any questions, please contact the Secretariat Office via email at secretariat@algonau.ca.

Important Dates and Deadlines

Please review the deadlines listed below carefully, as no exceptions will be made. Missing deadlines will affect your application.

May 1, 2025: Call for Expression of Interest

May 5, 6, 7, 2025: Mandatory Governance 101 Information Sessions

May 9, 2025 by 12:00 PM: Expression of Interest Application Form Due Date

May 12-23, 2025: Verification of Eligibility

May 26, 2025: Final List of Candidates Proceeding in Election posted on Website

May 28, 2025: Submission of Campaign Materials for Approval Deadline

June 2-8, 2025: Campaign Period

June 9-10, 2025: Election Days

Jun 11, 2025: Draft Election Results Posted on Website

Jun 13, 2025 at 5:00 PM: Submission of Complaints & Disputes Deadline

Jun 18, 2025: Final Election Results & Successful Nominees Posted on Website

June 23, 2025: Ratification of Election Results by the Board during AGM

July 1, 2025: Elected Candidate Assumes Governor Role

August 2025: Candidate Orientation

Verification of Eligibility Process

Once the Expression of Interest application deadline has passed, all submissions will be reviewed to ensure that the candidate:

- submitted all required documents by the set deadline²;
- meets the eligibility criteria; and
- attended the Mandatory Governance 101 Information Session.

All candidates will receive an email to confirm whether or not their applications are eligible to proceed in the next step of the process.

² Incomplete applications, or those submitted after the deadline, will not be considered and will be disqualified from proceeding in the next steps of the process.

Candidates with complete applications proceeding to the next step of the process will be required to undergo a Police Record Check and a reference check coordinated by the Secretariat and People and Culture teams. The results of these checks will be kept confidential and used solely to evaluate a candidate's suitability for the Board of Governors role.

Once the Police Record Check and reference check have been completed for all eligible applications, the Governance Committee of the Board of Governors will review and approve the Official List of Candidates. The Governance Committee may also determine that additional assessments, for example interviews with candidates, are required. If required, candidates will be informed by the Secretariat Office.

Once approved, the Official List of Candidates will be posted on the website.

A candidate may withdraw their Expression of Interest by submitting a signed statement to the University Secretary, at any time during the process.

Campaigning

Candidates may not campaign until they have received an official notification that their name has been included on the Official List of Candidates.

All candidates must represent themselves accurately in any publicity about their accomplishments, positions or any other information intended to influence or to be provided to voters. All campaign materials must be reviewed and approved by the Secretariat Office prior to use. Each candidate is required to comply with the [Campaign Rules](#) and important deadlines related to campaigning.

Elections

Elections will take place in accordance with By-law No. 2.

Eligible voters will receive emails to their Algoma University email accounts with instructions on how to vote for all eligible candidates included on the Official List of Candidates. A full-service, web-based voting platform will be utilized.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), voting accommodation requests will be supported and coordinated with the requestor. Requests must be sent to secretariat@algonau.ca anytime before Wednesday, June 5, 2025 at 5:00 PM.

An election will be conducted irrespective of whether the number of candidate applications exceeds, matches, or falls below the number of available seats.

Voting Results

The Secretariat Office is responsible for administering and monitoring the voting process. The Simply Voting web-based voting platform will be used to conduct the vote. The Secretariat will verify the results of the election in accordance with established procedures.

The individual receiving the highest vote count will be deemed the elected candidate. In the case of a tie, the Secretariat Office will conduct a lottery to determine the successful candidate.

The draft results of the vote, including the vote count for each candidate, will be posted on the website following the completion of the count. However, the voting results will only be finalized and publicly announced after the Complaints and Disputes Period has ended and the Governance Committee of the Board of Governors has confirmed that the election complied with By-law No. 2 and related procedures.

The election of a successful candidate acts as a nomination for a Governor position from the constituency group that elected them. Despite the results of the election being available soon after the election, as per By-law No. 1, nominations must be presented to the Board of Governors for ratification at a Board of Governors meeting, which will take place at the Annual General Meeting in June.

Complaints & Disputes Period

Any complaints about a candidate during the election process, including campaigning, and/or related to the voting process must be reported in writing using the [Election Complaint and Dispute Reporting Form](#), along with any relevant documentation.

Complaints about a candidate may be submitted at any point during the election process, but should be submitted within forty-eight (48) hours after the alleged incident(s) occurred. The deadline for submission of complaints or disputes related to the voting process and/or results is 5:00 PM two calendar days after the draft election results have been posted on the website. Complaints or disputes submitted anonymously will not be investigated.

Algoma

UNIVERSITY

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