



Board Governance Policy Manual

POLICY CATEGORY: EXECUTIVE LIMITATIONS **POLICY NUMBER: D07**

POLICY TITLE: COMMUNICATION TO THE BOARD **EFFECTIVE: OCT. 12/05**

LAST REVISED: APRIL 8/15 **REFERENCE (MOTION): 374.O.8.1 (EST. OCT. 2005)**

1.0 PURPOSE

The President & Chief Executive Officer (CEO) shall ensure that the Board is provided with complete, comprehensive, accurate and timely information and materials in order to make efficient, effective, informed decisions. The President & CEO has an obligation to ensure the Board is supported in its work through communication. This policy outlines specific requirements that the President & CEO must address in meeting this obligation.

2.0 APPLICATION AND SCOPE

This policy applies to the President & CEO.

3.0 PRINCIPLES

1. In providing information to the Board, the President & CEO will:
 - 1.1. Submit data and metrics required by the Board in a manner that is accurate, clear and concise, and timely and which is directly relevant to the subject matter being considered by the Board;
 - 1.2. Deal with the Board as a whole, except when the Board's authority is delegated. This does not preclude the President & CEO from consulting with Governors on an individual basis as required;
 - 1.3. Advise the Board of relevant trends, major program initiatives, anticipated controversial media coverage and significant external and internal issues;
 - 1.4. Assemble for the Board the full extent of points of view, issues and options necessary for informed Board decisions;

- 1.5. Report actual or anticipated non-compliance with any Board policy or By-Laws;
- 1.6. Ensure that the Board is apprised of the status of the College in relation to its regulatory and legal obligations; and
- 1.7. Provide the Board with information on any other relevant matters.

4.0 MONITORING

As part of its annual evaluation of the President & CEOs performance, the Board will evaluate the nature, quality and timeliness of communication available to the Board from the President & CEO.

POLICY REVIEW DATE

February 2022