

BOARD POLICY

POLICY TYPE:	Governance Process
POLICY TITLE:	Committee Principles
EFFECTIVE DATE:	February 2018
RENEWAL DATE:	February 2021

1. Background

- 1.1. In compliance with Durham College By-law No. 1, Section 30, the Board may, from time to time, establish committees consisting of Governors and officers of the Board for such purposes and with such powers as the Board approves.
- 1.2. This policy aligns with the principles of the Minister's Binding Policy Directive on Governance and Accountability, which requires a college board of governors to establish governance structures to enable the achievement of expected institutional outcomes with clear lines of communication and internal accountability.

2. Policy statements

- 2.1. As per Durham College By-law No. 1, the Board of Governors has established the following Committees: Executive, Audit and Finance, Governance Review and Nominating.
- 2.2. A committee shall conduct its affairs in accordance with Durham College By-law No. 1, Board policy and the terms of reference approved for each committee.
- 2.3. Every committee shall keep minutes, which will be available for viewing by any Governor.
- 2.4. A committee cannot make a decision that binds the Board of Governors, and the Board of Governors shall approve all actions taken at a Committee meeting and all recommendations made by a Committee, except as provided for in Durham College By-law No.1.
- 2.5. A committee may not speak or act for the Board of Governors except when formally given such authority, or as provided for in By-law No. 1. Such authority will be carefully stated in order not to conflict with authority delegated to the Chair of the Board of Governors.
- 2.6. A committee does not have authority over College employees or operations.
- 2.7. The Board of Governors shall appoint the members of the committees who shall hold office at the pleasure of the Board.

- 2.8. Every Governor shall be appointed to a minimum of one (1) committee.
- 2.9. Internal Governors are permitted to serve as Vice-Chair of a committee; however, an Internal Governor cannot be appointed as Chair as they cannot serve as a member of the Executive Committee.
- 2.10. The term of appointment to a committee is one-year; however, successive one-year terms can be served.
- 2.11. The Chair and Vice-Chair of a committee can serve successive one-year terms.
- 2.12. A Governor not appointed to a particular committee can attend a meeting of another committee as a guest, with the exception of Internal Governors who cannot attend a meeting of the Executive Committee. When attending as a guest the Governor is permitted to sit at the table and participate in discussion, but is not entitled to vote on any matter.

3. Monitoring

- 3.1. The Board has delegated authority for recommending the composition of committees of the Board to the Nominating Committee. The Nominating Committee will conduct an annual Standing Committee survey to determine Governor's preferences for appointment.
- 3.2. As part of its annual self-evaluation, the Board will review the effectiveness of its Committees and recommend any changes to structure, format or policy to the Governance Review Committee.

4. Related legislation, Minister's Binding Policy Directives and other documents

- Durham College By-law No. 1
- Ministry's Binding Policy Directive – Governance and Accountability