

FANSHAWE COLLEGE  
BOARD OF GOVERNORS' POLICY MANUAL

*CATEGORY B - BOARD PROCESS*

TITLE: APPOINTED COLLEGE OFFICERS

POLICY NUMBER: B-25.08

EFFECTIVE DATE: 2022 03 24

REFERENCE: 35706, 40707, 46206, 49205, 53603, 54308, 59201

BACKGROUND INFORMATION:

As a Corporation, the College is required to have officers consisting of a Chair and one or more Vice-Chairs (collectively the "Elected Officers"), a Secretary and a Treasurer, the President (collectively the "Appointed Officers"), and such other officers as the Board may determine by resolution from time to time. Consistent with By-Law No. 1, this policy describes the roles of the Appointed Officers of the College. The election process and roles of the Elected Officers of the College is set out in Board Policy B-25.05 (Elected College Officers). For consistency with By-Law No. 1, the corporation known as The Fanshawe College of Applied Arts and Technology is defined herein as the "College".

THE POLICY:

1. The accountability and responsibilities of the President is set out in Board Policy C-10 (President's Accountability and Responsibilities) and related Board Policies.
2. The process for selecting a new President of the College is set out in Board Policy C-30 (Selecting a New President).
3. The role of the Secretary of the College is to be responsible for maintaining the integrity of Board documents.
4. The role of the Treasurer of the College is:
  - 4.1 to be responsible for maintaining the integrity of financial records,
  - 4.2 to advise the Board on matters pertaining to the Board's own operating budget, and
  - 4.3 to act as liaison between the Board of Governors and the President on contractual matters pertaining to the President, when requested to do so by the Board Chair.
5. The Secretary and the Treasurer shall respect confidentiality when exposed to in-camera matters, including all information associated with the assessment of the President's performance.
6. The Secretary and the Treasurer need not be members of the Board.
7. The role of the Secretary is assigned to the President.
8. The role of Treasurer is assigned to the College's Vice-President, Finance and Administration or equivalent position.