

OFFICERS OF THE BOARD

Primary Contact	Board of Governors
Related Policy / Legislation	<i>University Act, s. 26(1), 27(2)(b)(c)</i>

PURPOSE/PHILOSOPHY

It is the responsibility of the Board Chair to lead and manage the Board's governance process, the affairs of the Board, relationships with the University President, the Ministry and other government representatives, and to speak on behalf of the Board. These responsibilities are in addition to fulfilling all of the responsibilities of a regular Board member.

BYLAW

Therefore, the Board will annually elect a Board Chair and a Board Vice-Chair.

1. Term of Office for Chair and Vice-Chair

- 1.1. Elected annually from Order-In-Council appointed members.
- 1.2. Eligible for re-election for three (3) consecutive terms.
- 1.3. With unanimous approval of all Board members, may serve additional term(s).

2. Duties of the Chair

- 2.1. To represent the Board of Governors to its various internal and external constituencies, including the government and its agencies.
- 2.2. To be a counsel and assist individual Board members in the effective performance of their responsibilities as Board members.
- 2.3. To maintain an open and effective working relationship with the President.
- 2.4. To call meetings of the Board of Governors, manage the agenda, and preside over all meetings of the Board of Governors.
- 2.5. To give leadership in all aspects of the governance processes and to assist and support the Board in managing its own affairs.
- 2.6. To be the spokesperson for the Board.
- 2.7. To appoint Board standing committee members and chairs, subject to ratification by the Board.

- 2.8. To sign, with the President or designate, all official documents and banking resolutions, as may be necessary, for the Board of Governors.
- 2.9. To vote as any other member of the Board.
- 2.10. To perform all the duties and responsibilities of a regular Board member.

3. Duties of the Vice-Chair

- 3.1. To serve on the Board Executive Committee.
- 3.2. To normally serve as a chair for one Board standing committee.
- 3.3. To make chair recommendations for Board standing committees.
- 3.4. To make composition and appointment recommendations for Board standing committees.
- 3.5. To make recommendations for Board membership on other UFV committees where Board membership is required.
- 3.6. To provide counsel to the Board Chair.
- 3.7. In consultation with the Chair, to act as a resource to the University President & Vice Chancellor.
- 3.8. To chair portions of or entire board meetings when the Chair is absent, or to permit the Board Chair to participate in discussion.
- 3.9. Becomes Interim Board Chair in any situation where the Board Chair is unable or not permitted to complete a term of service on the Board.

4. Process for Election of Officers

4.1. Preferred Criteria:

- 4.1.1. A familiarity with and affinity for the UFV community and its institutional vision.
- 4.1.2. Alignment – demonstrated in past or current experiences – with UFV’s four-primary values: community, excellence, inclusivity, and integrity.
- 4.1.3. Examples as to how nominees have made notable contributions to UFV.
- 4.1.4. Two-years of service on the Board; one-year of service as the Chair of a Standing Committee; and a strong attendance record with respect to both Board and Committee meetings.
- 4.1.5. Previous professional experiences that demonstrate competencies which are applicable when serving on a governance board.

4.2. Expression of Interest Process:

- 4.2.1. Order-in-Council (‘OIC’) appointees will be afforded the opportunity to complete an Expression of Interest (‘EOI’).

- 4.2.2. EOI forms will allow interested parties to indicate if they wish to stand for Chair, Vice-Chair, or either.
- 4.2.3. Provide a written submission explaining why they are standing for appointment.
- 4.2.4. The University Secretary will make an annual call for EOI. The call will be open for a month and will be completed no later than April 30 of any year.
- 4.2.5. Interested parties will require a nominator to sign their EOI form.
- 4.2.6. Nominators must be Board members.

4.3. Governance Committee Procedures After Expressions of Interest are Received:

- 4.3.1. The Governance Committee will review each candidate's EOI against preferred criteria.
- 4.3.2. The Governance Committee may, at its discretion, interview each applicant.
- 4.3.3. After the Governance Committee has reviewed each EOI, the Committee will bring forward for election all names that meet the preferred criteria.

4.4. Governance Committee Recusals:

- 4.4.1. Each member of the Governance Committee who submits an EOI must recuse themselves during deliberations.
- 4.4.2. Each member of the Governance Committee required to recuse themselves will automatically be supplemented first by the Chair(s) of the remaining standing committees followed by the Chancellor, if necessary, to a maximum of five (5) committee members.

4.5. Vote:

- 4.5.1. A vote for Officers will take place annually, normally at the May or June board meeting.
- 4.5.2. All Board members will be eligible to vote.
- 4.5.3. Nominees must recuse themselves during discussions about the slate of nominees.
- 4.5.4. Following discussions, an election will be conducted via secret ballot. A vote will be held for both positions regardless of the number of candidates.
- 4.5.5. The University Secretary, with assistance from the UFV Board of Governors Executive Assistant, will preside over the election and report the results.
- 4.5.6. Officers will begin their service on August 1st of each calendar year, or earlier if determined by resolution of the Board.
- 4.5.7. In the case where a Board Chair is unable to complete their term and the Vice-Chair becomes Interim Board Chair, the Board will receive a recommended name from the Executive Committee to serve as Interim Vice-Chair.