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OFFICERS OF THE BOARD

Primary Contact	Board of Governors
Related Policy / Legislation	*University Act, s*. 26(1), 27(2)(b)(c) Board Bylaw – BGB-110.05, Conflict of Interest

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 the responsibilities of a regular Board member.

BYLAW

The Board annually elects 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 approval of a majority 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 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. Also, to appoint Board members to other UFV committees as required.

2.8. To sign, with the President or designate, all official documents and banking resolutions, as may be necessary, for the Board of Governors.

3. Duties of the Vice-Chair

3.1. To serve on the Board Executive Committee.

3.2. To serve as a chair for one Board standing committee, if necessary.

3.3. To provide counsel to the Board Chair related to any of the duties described in section 2, above, and assist in the workload of the Board Chair.

3.4. To chair portions of or entire board or standing committee meetings when the Chair is absent, or to permit the Board Chair to participate in discussion. This includes situations where the Chair may be in a conflict of interest position and the Conflict of Interest Bylaw (110.05) is being used to manage the situation.

3.5. To become Interim Board Chair in any situation where the Board Chair is unable or not permitted to complete a term of service on the Board.

3.6. At the Chair's request, to serve as Acting Board Chair when the Chair is unavailable to fulfill duties for a specific function, meeting or set of meetings, or any event(s).

3.7. To sign university documents requiring the signature of the Board Chair when the Board or Board Chair authorizes them to sign.

4. Process for Election of Officers

4.1. Expression of Interest Process:

4.1.1. Any Order-in-Council ('OIC') appointee may complete an Expression of Interest ('EOI') to serve as Chair or Vice-Chair.

4.1.2. EOI forms will allow interested parties to indicate if they wish to stand for Chair, Vice-Chair, or either.

4.1.3. An EOI includes an explanation for their interest in standing for appointment.

4.1.4. The University Secretary makes an annual call for EOI. The call is open for a month and is completed no later than April 30 of any year.

4.2. Vote:

4.2.1. A vote for Officers takes place annually, normally at the May or June Board meeting.

4.2.2. All Board members are eligible to vote.

4.2.3. Candidates are invited to make a statement and answer questions with all Board members present. They then recuse themselves during discussions.

4.2.4. Following discussions, an election is conducted via secret ballot. A vote will be held for both positions regardless of the number of candidates.

4.2.5. The University Secretary, with assistance from the UFV Board of Governors Executive Assistant, presides over the election and reports the results.

4.2.6. Officers begin their service on August 1st of each calendar year, or earlier if determined by a resolution of the Board.

4.2.7. 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.