



## BOARD MAJOR POLICIES, PROCEDURES AND COMMITTEES POLICY

Authorised By:	Board of Governors	Revision: 1.6
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Related Documents:	<a href="#">The Constitution of Tabor College Inc.</a>	
Responsible Officer:	Registrar	
Review and Implementation:	Board of Governors	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

### 1. Overview

The Board of Governors of Tabor acknowledges its responsibility to provide a robust governance framework for all operations of the College. A key component in ensuring a high standard of governance is that the Board should manage its own operations in a manner that is consistent with the values of the College and the requirements of relevant legislation. Whereas the Constitution of the College provides the foundation for its operations, the Board may, from time to time, wish to introduce sub-committees and implement procedures designed to enhance the quality of the governance it provides.

This policy defines the nature of Major Policies and Procedures for which the Board is responsible, the role of Board Committees and lists all current Committees authorised by the Board.

### 2. Scope and Applications

This policy applies to all members of the Board of Governors and Board Committee Members.

### 3. Policy Principles

#### 3.1. This policy will:

- 3.1.1. Be compliant with the Constitution of the College and all relevant Government legislation, regulations and guidelines.
- 3.1.2. Be consistent with and exemplify the values of the College
- 3.1.3. Enhance the quality of governance provided by the Board of Governors
- 3.1.4. Focus the work of the Board on achievement of the strategic objectives of Tabor as set down in the [Strategic Plan](#).

#### 3.2. Through the implementation of this policy the following objectives will be achieved:

- 3.2.1. The work of the Board will be augmented by a number of sub-committees that will undertake specialised tasks and report back to the Board.

- 3.2.2. The Board will be provided with clear and well documented procedures that will enhance the governance provided by the Board.

#### **4. Procedures**

- 4.1. With reference to Major Policies, under S10.2 of the Constitution of the College, the Board has resolved (25<sup>th</sup> January 2013) that:
- 4.1.1. Major Policies (see definition below) must be approved and reviewed by the Board.
  - 4.1.2.
  - 4.1.3. Policies other than major policies may be approved by the CEO with the advice of the Senior Executive and after consultation with relevant groups or committees as necessary.
- 4.2. The work of the Board is currently augmented by sub-committees.
- 4.3. With reference to the use of the Common Seal, under S23 of [the Constitution](#) of the College, the Board has resolved that:
- 4.3.1. Documents may be sealed with the Common Seal with the authority of any one of the following office holders:
    - a) The CEO
    - b) A member of the Board of Governors
    - c) A member of the Senior Executive
    - d) The Registrar
  - 4.3.2. The authority to use the Common Seal must be recorded by name, signature and date against the title of the sealed document in the Register of Use of the Common Seal, which is held by the CEO's Executive Assistant.
  - 4.3.3. The form of execution and the types of documents to be sealed are;
    - a) Significant contracts (e.g. Loan documents, mortgages and guarantees)
    - b) Memorandum's of Understanding
    - c) Course Assurance Deeds
    - d) Where the use is required by a third party
    - e) Where the use is deemed necessary by a role listed at 4.3.1
  - 4.3.4. The use of the Common Seal must be reported:
    - a) At the Board of Governors meeting following its use

#### **5. Definitions**

A major policy is defined as any policy that prescribes the Board's requirements regarding:

- A non-delegable function of the Board (S10.2)
- The Terms of Reference for sub-committees of the Board (S12.2)
- Any other area of operations that the Board, by resolution of the Board, deems as requiring immediate policy direction by the Board.

See also [Global Definitions](#)

#### **6. Communication**

- 6.1. Members of the Board of Governors and its related sub-committees will be provided with a copy of this policy upon commencement as a member and upon amendment or request, and published in the Tabor Policy Repository