

# **Board of Governors Executive, Development and Governance Subcommittee**

## **Terms of Reference**

### **PURPOSE**

On behalf of the BoG, the Board of Governors Executive, Development & Governance Subcommittee bears the primary responsibility for developing and directing the governance policies of the Board.

The Board of Governors Executive, Development & Governance Subcommittee is responsible for developing, recommending and implementing policies and practices that ensure the health and strength of the Board and its compliance with regulating authorities.

### **SCOPE**

The areas of concern for the Board of Governors Executive, Governance Subcommittee relate to:

- Statutes;
- Manual of Operations;
- Board succession and new Board Members;
- CEO selection;
- Appraising CEO performance;
- Evaluation of quality and integrity of Board performance and members;
- Effect on-going Board development.

### **RESPONSIBILITIES**

1. Oversee and recommend changes to the structural documents of the College in accordance with applicable laws and regulations and in consultation with the Board.
2. Oversee and recommend changes to the Manual of Operations or like document/s.
3. Manage the process of finding, screening and nominating new Board members.
4. Orient and train new Board members.
5. At the direction of the Board Executive, provide Board education, development and enrichment opportunities.
6. Manage the process of Board succession.
7. Create and manage a process for Board self-evaluation.
8. Create and manage a process for the care of Board members through major life events such as changes in member status, major illness, major family events.

### **PROCESS**

1. The Board Executive will nominate the members of the Board of Governors Executive, Development & Governance Subcommittee who will then be ratified by the full Board. The criteria for nomination will include such matters as interest, expertise and regional representation and other criteria as determined by the Executive. Since most of the work of the Board of Governors Executive, Development & Governance Subcommittee

will be done between Board meetings, members will also be assigned by the Board Chair to serve on other Standing Subcommittees.

2. Non-Board persons with appropriate expertise can be invited by the Chairperson of the Board of Governors Executive, Development & Governance Subcommittee to act in an advisory capacity as needed.
3. The Board of Governors Executive, Development & Governance Subcommittee will be made up of a minimum of four Board members.
4. The President and the Chair of the BoG are ex-officio members.
5. The Chair of the Board of Governors Executive, Development & Governance Subcommittee will present a report at all Board meetings.
6. All recommendations related to the governance of the College and its operational performance will be processed through the Board of Governors Executive, Development & Governance Subcommittee and presented to the full Board for action and approval and will be submitted to the Executive prior to the AGM Board meeting.
7. The Board of Governors Executive, Development & Governance Subcommittee will send out minutes to the Chair of Tabor BoG and the President following each meeting.

Approved by Tabor Board of Governors  
22 May 2020