

North Island College Governance Authority Matrix

The Governance Authority Matrix (GAM) sets out the roles of the Board, its committees, and the President & CEO of North Island College (NIC). Where relevant, references to President & CEO in the GAM may include reference to persons to whom the President & CEO has delegated responsibility, including members of the Leadership Team.

Board Standing Committees
 Executive Committee (EC)
 Governance Board Development Committee (GBDC)
 Finance and Audit Committee (FAC)

Any blank fields indicate a “N/A”

FUNCTION	REVIEW FREQUENCY	BOARD	COMMITTEE	PRESIDENT & CEO	OTHER PARTICIPANTS/STAKEHOLDERS
BOARD					
Constituting and Governance Documents					
• Bylaws	Yearly (for Tuition and Fees); 3 years for other	Approve	GBDC – Review and Recommend	Report	
• Governance Manual (and Matrix)	3 years	Approve	GBDC – Review and Recommend	Consulted	
Board Composition					
• Identify required skills, competencies, attributes, diversity considerations	Yearly	Approve (by Board Chair)	EC – Review and Recommend	Consulted	Consult with CABRO
• Appointed Board Member Recruitment	As needed	Receive for Information	EC – Liaise with Government	Support EC	Consult with CABRO
• Chair and Vice Chair	Yearly	Elected			
• Committee Composition	Yearly	Approve (Board Chair recommends)			
• Appoint Committee Chairs	Yearly	Approve (by Board Chair)			
• Faculty Member Election	3 Years	Receive for Information			Faculty elect
• Student Member Election	Yearly	Receive for Information			Students elect
• Support Staff Election	3 Years	Receive for Information			Support Staff elect
Board Process					
• Evaluation (Board, Chair, Committees)	Yearly	Receive for Information	GBDC – Review and Recommend	Consulted	
• Orientation and Board development	Yearly	Receive for Information	GBDC – Review and Recommend	Consulted	
• Board annual workplan	Yearly	Approve	EC – Review and Recommend	Report	
• Board Terms of Reference (part of Governance Manual)	3 Years	Approve	GBDC – Review and Recommend	Consulted	
• Committee Terms of Reference (part of Governance Manual)	3 Years	Approve	GBDC – Review and Recommend, following individual Committee review	Consulted	
• Board Code of Conduct (part of Governance Manual)	3 Years	Approve	GBDC – Review and Recommend; receives Code of Conduct Declarations from Board Members	Consulted	
• Board budget and expenses	As needed	As needed		Report	Government establishes guidelines
COLLEGE					
Strategic Direction					
• Mandate letter	Yearly	Receive, Board Chair signs to acknowledge direction from government			Ministry issues
• Vision and mission	5 years	Co-develop with President & CEO, Approve		Co-develop with Board, Report	NIC Indigenous Education Council consulted
• Strategic Plan	5 year plan approval with annual review; revision as necessary Twice yearly review of performance (dashboard)	Co-develop with President & CEO, Approve	GBDC – Develops topics for discussion at strategic sessions	Conducts stakeholder engagement; Co-develop with Board, Report	Education Council, Students, First Nations, Indigenous communities, Ministry responsible for postsecondary education, and organizations, employers, industry, business, not- for profit organizations, alumni, employees, and the many demographic communities the College serves across the region, NIC Indigenous Education Council consulted

FUNCTION	REVIEW FREQUENCY	BOARD	COMMITTEE	PRESIDENT & CEO	OTHER PARTICIPANTS/STAKEHOLDERS
Board Approved College Policies					
• Code of Ethical Conduct Policy	3 years	Approve	GBDC – Review and Recommend	Report	
• Equity Diversity & Inclusion Policy (under development)	3 years	Approve	GBDC – Review and Recommend	Report	
• Human Rights Policy (under review)	3 years	Approve	GBDC – Review and Recommend	Report	
• Public Interest Disclosure Policy (under development)	3 years	Approve	GBDC – Review and Recommend	Report	Government establishes Public Interest Disclosure Act
• Sexual Violence and Misconduct Policy	3 years	Approve	GBDC – Review and Recommend	Report	Government establishes Sexual Violence and Misconduct Policy Act
• Risk Management Policy (policy under review)	3 years	Approve	FAC – Review and Recommend	Report	
• Spending and Procurement Authorisation Policy (policy under review)	3 years	Approve	FAC – Review and Recommend	Report	
• Long Term Investments Policy (policy under review)	3 years	Approve	FAC – Review and Recommend	Report	
Leadership					
• Selection and appointment/reappointment of President & CEO	5 years	Approve	EC – Review and Recommend		Appointment; Liaise with Public Sector Employers’ Council
• President & CEO performance goals and objectives, professional development, and evaluation	Yearly	Approve	EC – Review and Recommend	Report	
• President & CEO compensation	Yearly	Approve	EC – Review and Recommend	Report	Liaise with Public Sector Employers’ Council
• President & CEO succession planning (emergency and long-term)	Yearly	Receive for information	EC – Approve	Report	
People and Culture					
• Changes to Leadership Team, succession planning and Leadership Team organizational structure	As needed	Receive for information		Report	
• Overall compensation philosophy	As needed	Receive for information; Approve as needed	EC – Review and Recommend	Report	PSEC Secretariat
• Senior Executive Compensation Disclosure	Yearly	Receive for information; Board Chair confirms compliance		Report	PSEC Secretariat
• Appeal of suspension of employee	As needed	Approve	EC – Review and Convene Hearing Committee	Report	
• Collective bargaining matters	As needed	Approve		Report	PSEC Secretariat; PSEA; Ministry
Budgets					
• Annual Budget	Yearly	Approve	FAC – Review and Recommend	Report	
• 5 Year Capital Plan	Yearly	Approve	FAC – Review and Recommend	Report	
Fees					
• Set tuition and mandatory fees	Yearly	Approve	FAC – Review and Recommend	Report	Ministry issues tuition and mandatory fees limit policy
• Direction to College to collect student union fees	Yearly	Approve		Report	
Students					
• Appeal of Student Suspension	As needed	Approve	EC – Review and Convene Hearing Committee	Report	
Academic					
• New Program Credentials	As needed	Approve		Report	
• Program Cancellation	As needed	Approve		Report	
Risk Management					
• Identification of major risks, tolerance, and systems	Yearly	Receive for information	FAC – Review and Recommend	Report	
• Cybersecurity risks and systems	Yearly	Receive for information	FAC – Review and Recommend	Report	
Investment Management					
• Review performance investment manager	Yearly	Receive for information	FAC – Review	Report	
• (Re)appointment of investment manager	5 Years	Approve	FAC – Review and Recommend	Report	
External Audit and Financial Statements					
• Appoint/Remove Auditor	5 Years	Approve	FAC – Review and Recommend	Report	
• Report of Auditor	Yearly	Receive for information	FAC – Review and Recommend	Report	External Auditor
• Audited Financial Statements and Reports	Yearly	Approve	FAC – Review and Recommend	Report	External Auditor

• Statement of Financial Information	Yearly	Approve	FAC – Review and Recommend	Report	
• Quarterly Financial Statements and Forecast	Quarterly	Receive for information	FAC – Review and Recommend	Report	
Buildings and Land					
• Acquisition or disposal of real property	As needed	Approve	FAC – Review and Recommend	Report	
• Lease approval	As needed	Approve	FAC – Review and Recommend	Report	
Accountability					
• Institutional Accountability Plan & Report	Yearly	Approve		Report	Ministry approves
• Annual enrolment report	Yearly	Approve		Report	