



Title	Policy Development, Approval – Board, President, Education Council
Policy Area	Policy Development
Policy Number	B.1.1
See also	

Effective Date: February 28, 2007
Approval Date: February 27, 2007
Applies to: Employees of Okanagan College
Approving Body: Board of Governors
Supersedes/New: New
Authority: *College and Institute Act*

The following are responsible for the administration of this policy,

Primary Office	Contact
Board of Governors	Secretary, Board of Governors

Policy Statement

- 1.0 Policies and procedures are needed by the College to provide uniform interpretation, guidelines and decision making.
- 2.0 The *College and Institute Act* ("Act") specifies the powers and duties of the Board of Governors and contemplates the delegation of certain of its powers and duties to the President.
- 3.0 The Board's general role is to foster the College's short and long-term success consistent with its mandated objectives and mission. In the discharge of its mandate, the Board oversees the affairs of the College, through the President,

- who is responsible for day-to-day operations and sets the standards of organizational conduct for the College.
- 4.0 The President is broadly tasked with the responsibility to direct the management and business of the College. Included in this responsibility is the President's authority is to develop and implement policies for the College, except in those areas the Board has reserved certain policy development for itself.
 - 5.0 The *Act* also specifies the powers and duties of Education Council and when its approval or advice is required for developing and approving policies.

Policy Details

- 6.0 All policies will fall within one of the following three approval categories:

- 6.1 **Policies Approved by the Board of Governors**

Policy areas that require Board approval are as follows:

- a) Board governance (how the Board organizes and manages its operations);
- b) Organizational policy (directions – mission, vision and values);
- c) Legal requirements (government reporting; ensure operations are within applicable laws and regulations);
- d) High risk decisions (financial [business plans, budget, finance, investment], legal or reputation impact); and
- e) Any other policies determined by the Board.

- 6.2 **Policies Approved by Education Council**

The *Act* specifies the powers and duties of Education Council to set academic policies.

- 6.3 **Policies Approved by the President**

All other College policies are developed and approved by the President.

As required, the procedures to implement Board approved policies will be developed and approved by the President.

Procedures

- 7.0 On an annual basis, at the last regularly scheduled Board meeting for the calendar year, the Board will be notified of any new, significantly revised or deleted policies which were approved by the President or Education Council during that year.