



**TERMS OF REFERENCE FOR THE  
OKANAGAN COLLEGE BOARD OF GOVERNORS  
PRESIDENT SEARCH COMMITTEE**

**Drafted by:** Board of Governors, President Review Committee  
**Approved by:** Board of Governors  
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**I. PURPOSE**

The President Search Committee (PSC) is responsible for carrying out the Presidential search and recruitment process to identify candidates for the position of President at Okanagan College. The PSC will recommend to the Board of Governors (Board) candidates for consideration. The Board is responsible for making the final selection and appointment of the President.

**II. COMPOSITION AND OPERATIONS**

The Board of Governors President Review Committee (PRC) will seek nominations for membership on the PSC as outlined in the President Selection Policy.

Membership on the committee shall include:

- (a) The Board Chair, or the Chair's delegate, who will serve as the President Search Committee Chair;
- (b) Three Board members selected by the Board Chair who are neither employees nor students of the College;
- (c) A member of the Education Council selected by the Chair of Education Council or delegate;
- (d) A member selected by the Faculty Association;
- (e) A member selected by the BCGEU Vocational;
- (f) A member selected by the BCGEU Support Staff;
- (g) A senior administrator (Leadership Team member) selected by the President Review Committee;
- (h) An administrative employee who is not a member of a bargaining unit or a member of Leadership Team selected by the President Review Committee; and
- (i) One student selected by OCSU and another student selected by the Vernon Student Association.

The PRC will bring the recommended committee membership list to the Board for approval.

The Chair of the PSC may recommend to the Board that the appointment of a member, not able to actively participate in the entire candidate assessment process, be rescinded. If the replacement of a member is required prior to the beginning of the interview process the appropriate area may appoint a new representative.

### **III. DUTIES AND RESPONSIBILITIES**

In carrying out the Presidential search and recruitment process, the PSC shall:

- (a) Make a decision on whether to engage the services of a search consultant;
- (b) Solicit input from the College community (Board, campuses, staff and students) to establish the recommended qualifications for the position of President;
- (c) Identify recommended qualifications for the position of President for approval by the Board;
- (d) Develop an institutional profile description for candidates;
- (e) Publicize the opportunity and invite nominations and applications for the position;
- (f) Based upon the approved qualifications, establish the criteria and process to be used for interviewing and evaluating candidates;
- (g) Establish a long list of candidates for review;
- (h) Based on the long list of candidates, develop a short list of candidates to be interviewed;
- (i) Interview the short listed candidates;
- (j) Develop a list and information package that includes resumes and evaluations on the top candidates for the Board;
- (k) Provide the list and information on the top candidates to the Board for their review.

If the Board is not satisfied with any of the recommended candidates, it shall request that the PSC determine whether the search and recruitment process produced any other suitable candidates who should be considered by the Board, and if necessary, instruct the PSC to initiate a new Presidential search and recruitment process.

PSC members must attend all candidate interviews in order to maintain voting rights on the committee.

At the conclusion of a successful search the PSC shall be disbanded.

### **IV. ACCOUNTABILITY**

The PSC shall maintain minutes of its meetings and provide an oral report on its discussions and progress on a regular basis to the Board at its in-camera meetings.

All information discussed by the PSC shall be held in strict confidence.