



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

Date approved/revised: **June 26, 2007/February 15, 2008/November 29, 2016/March 13, 2018**

Approved by: **Board of Governors**

I. PURPOSE

The purpose of the President Review Committee is to manage the employment of the President through approval of annual goals, an evaluation process and negotiation of all employment terms and conditions.

In addition, the President Review Committee manages the selection of a new President through a President Search Committee when required.

II. COMPOSITION AND OPERATIONS

- A. The Board Chair, Vice Chair (s) and the Chair of the Human Resources Committee will compose the President Review Committee of the Board. The Chair of the Board will Chair this Committee.
- B. The Committee will meet at least twice a year. Additional meetings may be held as deemed necessary by the Committee Chair, or as requested by the majority of Committee members.

III. DUTIES AND RESPONSIBILITIES

The President Review Committee has the duty and responsibility to:

- A. Review the job description and negotiate the terms and conditions of employment for the President and recommend, for Board's approval, the President's term, compensation and duties.
- B. Review and recommend for approval by the Board the President's annual goals.

- C. Conduct the annual performance evaluation of the President to monitor progress against the President's goals and against the outcome of the annual Board's President Evaluation Survey.
- D. Review performance issues, investigate any complaints of inappropriate behaviour by the President and recommend to the Board any disciplinary action.
- E. When required prepare and bring to the Board for approval, terms of reference for a President Search Committee and recommend the committee members for that Search Committee.

IV. ACCOUNTABILITY

The President Review Committee shall report its discussions to the in-camera meetings of the Board by maintaining minutes of its meetings and providing an oral report at the next in-camera meeting of the Board.

V. REVIEW

The President Review Committee Terms of Reference will be reviewed annually by the Committee.