

**Policy Title:** Yukon University President Responsibilities  
**Policy Approver:** Board of Governors  
**Policy Holder:** Board of Governors  
**Category:** Board Policy  
**Original Date:** November 2006  
**Last Revised:** September 2016  
**Next Review:** November 2020

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### Policy Statement

The President is accountable to the Board.

### Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 17<sup>th</sup> day of September, 2016.

September 17, 2016

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Chair, Board of Governors

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Date

The Board instructs through written policies and delegates implementation to the President. The responsibilities of the President are to be consistent with the legislation, job description, and as outlined in Board Policy.

As per Board Bylaw 5.0 pertaining to delegation of authority:

## **5.0 DELEGATION OF AUTHORITY**

5.1 The President, unless any other person or persons are directed by the Board, shall be the sole signing officer of the College, subject to the Board approved policies, guidelines and procedures of the College.

Direction to the President is achieved through the establishment of Board policies (refer to policy BOG-06 Board Governance). The Board will describe the scope and limitations the President may exercise in practices, methods and conduct.

As long as the President uses reasonable interpretations of the Board's policies, the President is authorized to establish all operational/management policies, make decisions, take actions, establish practices and develop activities.

Decisions of the Board acting as a body are binding upon the President. Instructions by individual Board members are not binding on the President except when authorized by the Board.

The President will:

- Promote excellence among students and staff.
- Discuss an annual business plan with the Board at the annual Board planning session, with the final plan presented to the Board for debate and approval at a subsequent Board meeting. The annual business plan to contain the major direction to the President each year and be adopted as Policy BOG-06.
- Report progress on the annual business plan objectives and actions to the Board at a minimum of twice a year in the form of a mid-term and final report.

- Keep the Board informed on emerging trends and issues that may have an effect on the University.
- Ensure University operations are consistent with applicable legislation, sound accounting practices, and other duly authorized agreements/contracts.
- Ensure the capital and operating expenditures and revenues are within the approved annual budgets, and report on significant variations.
- Maintain an appropriate contingency reserve as approved by the Board. Reserve drawdowns and replenishments must be approved by the Board as part of the University budget and when the year-end financial statements are approved. The only exception is that the President may drawdown the accrued pension benefit asset reserve by the amount determined by the actuary.
- Make all reasonable attempts to develop routine relationships with governments, communities, and related organizations. As appropriate, develop collaborative relations and partnerships with other educational/training institutions to bring a broad spectrum of quality programming in response to the needs/aspirations of Yukoners.
- Be the spokesperson for the University unless otherwise determined by the Board. As the spokesperson, the President will proactively seek out opportunities to promote the University through speeches and presentations to City/Municipal Councils, service clubs, First Nations assemblies and as appropriate, the Yukon Legislative Assembly.
- Appoint an acting president for a period of up to four (4) weeks.

### Scope and Limitations of President

The President will ensure that sound purchasing policies, procedures and practices are in place so that the University, in a transparent, prudent manner, receives full value for dollars expended.

The following are further limitations to this policy:

The President will not:

1. a) Indebt the University in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 60 days.

- b) Permit the University to carry a line of credit exceeding \$500,000 and an overall credit card limit exceeding \$250,000.
2. Fail to settle payroll and debts in a timely manner.
3. Fail to aggressively seek receivables after a reasonable grace period.
4. Make any purchase without due consideration to quality, after purchase service, value for dollar, and opportunity for fair competition:
  - a) Make any purchase wherein normally prudent protection has not been given against conflict of interest;
  - b) Make any purchase over the amount authorized in the procurement policy without having obtained comparative prices and quality unless sole sourcing is demonstrably justified;
  - c) Make any capital purchase without assuring the balance of long-term cost and quality.
  - d) Make a single purchase or commitment of greater than \$250,000.
  - e) Acquire, encumber, or dispose of real property.
  - f) Approve credit cards being issued to the University President without Board approval.

**Information and Monitoring Requirements**

- Annual operating and Capital Budget
- Annual Business Plan – mid-term and final report
- Annual Financial Audited Statements
- Reports from the Finance Risk and Audit Committee