

**Policy Title:** Board/Board Member Protocol  
Policy Approver: Board of Governors  
Policy Holder: Board of Governors  
Category: Board Policy  
Original Date: November 2006  
Last Revised: April 2016  
Next Review: April 2021

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### **Policy Statement**

University Board members are expected to be representatives of the University and responsive to the needs of Yukoners.

### **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 8<sup>th</sup> day of April, 2016.

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Chair, Board of Governors

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Date

As such Board members will be approached occasionally by a community member/s, employee/s or student/s regarding a concern or problem and service suggestions. The protocol for dealing with such circumstances is as follows:

- **Community Member** – the Board member should suggest that contact be made with the President or other senior administrator (if known). If the community member is not prepared to do the follow-up, it would be appropriate to suggest contact with the Board Chair. If the community member is not prepared to take further action, the Board member should inform the Board Chair/President about the concern, maintaining whatever discretion and confidentiality deemed appropriate.
- **Student** – the Board member, in the following order, should suggest that contact be made with the instructor, department head, senior administrator, President, or Chair of the Board regarding the concern. If the student is not prepared to take further action, the Board member should inform the Board Chair/President about the concern maintaining whatever discretion and confidentiality deemed appropriate.
- **Employee** – the Board member, in the following order, should suggest that contact be made with the instructor, chair, department head, senior administrator, President, or Board Chair regarding the concern. If the employee is not prepared to take further action, the Board member should inform the Board Chair/President about the concern, maintaining whatever discretion and confidentiality deemed appropriate.

The Board member shall ask the individual to contact him/her again if the matter has not been resolved within a reasonable time period.

### **Scope and Limitations of the President**

Not applicable

### **Information and Monitoring Requirements**

Annual board member evaluation.

The Board Chair/President will inform the Board member of the outcome and/or the resolution of the concern.