

Policy Number:	1.5.1 Principal Executive Limitations / Requirements
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Relevant Statutory /

Regulatory Linkages:

Policy Statement (Intent and Scope)

The Principal is King’s University College’s senior staff person through whom the Board of Directors directs the delivery of its academic programs and services, and the day-to-day management of King’s University College. The following Executive Limitations / Requirements define the authority to act and expectations associated with the Principal’s position and supplement the Principal’s Board-approved position description. They also represent accountabilities that will be assessed in the annual performance appraisal of the Principal.

1. General Authority to Act

- 1.1. The Principal has the authority to act as per the following directives:
 - 1.1.1. Board Policies.
 - 1.1.2. The current Board approved position description for the Principal’s position.
 - 1.1.3. Relevant Corporate By-Laws, regulatory, statutory or funder requirements.
 - 1.1.4. As directed by a motion of the Board of Directors consistent with the above-noted directives.
- 1.2. The Principal will not operate in any manner or make decisions that contravene applicable legislative, statutory or funder requirements or directives; Board Policies; Human Rights Codes; funding agreements; standard business and accounting practises; or other relevant laws and requirements.

2. Academic Programs and Services

The Principal will:

- 2.1. Ensure all King’s University College academic programs and operational services are developed and delivered consistent with King’s University College’s Mission, Values, Corporate By-Laws, Board Policies and / or funder requirements and directives.

- 2.2. Prepare an Annual Plan for Board approval that facilitates the achievement of the Board's Strategic Plan and includes innovative servicing and best practise academic programming and service strategies. The Annual Plan is also to contain objectives, appropriate performance measures and monitoring report processes.
- 2.3. Continually research strategies and methodologies, academic trends and related post-secondary sector information and data, ensuring its provision across the faculty and staff in support of the ongoing development of the organization's plans and programs. As well, to undertake a presentation on such topics when appropriate to the Board of Directors and / or its committees.
- 2.4. Ensure new academic programs or operational services or current programs or services adjustments involving a cost of over \$100,000 are approved by the Board of Directors.
- 2.5. Ensure a review of the College's academic programs and service units a minimum of once every five (5) years, and present the review results to the Board with recommendations.

3. Financial

The Principal will:

- 3.1. Present to the Board of Directors, as per the Board's Finance and Investment Committee processes, a draft budget for each fiscal year that:
 - 3.1.1. Is prepared consistent with the requirements of the funders and the policies of the Board, and in a format acceptable to the Board of Directors.
 - 3.1.2. Incorporates the priorities of King's Strategic Plan and Annual Operations Plan objectives.
 - 3.1.3. Ensures an evident focus on maximizing operational efficiencies and any potential revenue / expense recovery generating opportunities.
- 3.2. Ensure the Board, through the Finance and Investment Committee, receives monthly financial statements, or on alternative timeline as approved by the Board, of King's University College's financial position for their review and direction, including a variance analysis (material difference in revenues or costs from what was budgeted), with a minimum of two financial year-end projections per fiscal year at the six and nine month periods.
- 3.3. Authorize reallocations of funds within the approved annual budget if under \$100,000 and as long as the net financial operating position of the budget remains as approved by the Board of Directors, is consistent with funder financial or other

statutory requirements, does not distort Board of Director budget priorities and intents, and is in compliance with Board financial and other Board policies.

- 3.4. Have a procurement policy that is consistent and aligned with the Broader Public Sector Procurement requirements.
- 3.5. Ensure that all use of Board financial reserves and all capital funded projects are approved by the Board of Directors prior to the use of these funds.
- 3.6. Ensure expenditure commitments beyond King's ability to fund them, including payroll requirements, are not authorized.
- 3.7. Not encumber any King's University College asset in any way via collateral, partnerships, contracts, etc., without Board approval.
- 3.8. Complete real property acquisitions and disposals based on Board of Director approval.
- 3.9. Ensure all financial reporting and payment requirements to government bodies are completed in total, within the required timelines and current fiscal year accounts.
- 3.10. Have in place, payroll, accounting, purchasing and other financial procedures so as to ensure they meet the organization's financial commitments and reporting requirements and auditor acceptance, and which protect the security of the funds and assets under the organization's control.
- 3.11. Ensure that the appropriate financial supports are in place in the budget to facilitate Board of Director requirements related to meetings, minutes, documentation and records management, an annual external audit, academic opportunities, communications and similar requirements.

4. Policies and Procedures

The Principal will:

- 4.1. Implement all Board of Director approved Governance and Board Policies, ensuring that the appropriate signed Operating Policies, Professional and Technical Standards and Procedures, training, communications and related initiatives are completed to inform staff and others on an effective and timely basis.
- 4.2. Ensure that all monitoring reports identified within the Board's Policies or as directed by the Board of Directors are completed as per each Board Policy or directive requirements and timelines.
- 4.3. Identify to the Board of Directors significant breaches in Board Policy, along with the remedial action taken or to be taken on a timely basis.

5. Board of Director Supports and Communications

The Principal will:

- 5.1. Inform the Board of Directors of any significant incident, event or other consideration that could negatively impact the liability, credibility or safety of King's or its stakeholders, or for which Directors need to be effectively prepared for in order to fulfill their governance roles on a timely basis.
- 5.2. Ensure adequate supports are in place for the calling of Board of Director and associated Board and committee meetings, the taking of minutes and notes, their distribution and records management.
- 5.3. Update the Board of Directors, at regular or special meetings, on emerging academic and service opportunities; challenges, trends and related strategic information, data; government policy and funding changes; relevant community, sector and partner initiatives; and associated insights and impacts.

6. Leadership

The Principal will:

- 6.1. Ensure that all practices and activities of King's are ethical, legal and protect the integrity and reputation of King's University College and any of its subsidiaries.
- 6.2. Ensure that a senior staff member is appointed to cover for regular leaves of the Principal in advance of a leave, and to identify that person to the Chair, Vice Chair and the organization. The staff member appointed can vary from time to time.
- 6.3. Ensure that a minimum of two senior staff individuals are identified to the Chair and Vice Chair of the Board of Directors, who are trained and capable to substitute when the Principal is unavailable to fulfill the position's responsibilities due to an emergency situation. The Chair or designate will enact the Board's Emergency Principal Policy in such cases.
- 6.4. Deal with the Board of Directors as a whole, except when responding to individual Directors' requests for information or responding to committee and work groups requests.
- 6.5. Officially speak on behalf of King's University College as per the Board's Communications Policy or on considerations associated with the organization's academic programs and operations, but not on considerations associated with the Board of Directors itself or the governance of King's University College.
- 6.6. Ensure that fund development initiatives are effectively pursued through active engagement of the Principal with the King's University College Foundation and its capital campaigns and overall development activities.

- 6.7. Ensure that any complaint, i.e.: faculty, staff, students, volunteer, funder, partner or a community member / other is treated as important, and that a procedure is in place to assess, address and report back to the complainant on a timely basis and to take action as necessary.

7. Human Resources

The Principal will:

- 7.1. Adjust the Principal's compensation program based solely on Board of Director approval.
- 7.2. Have a non-unionized staff compensation program approved by the Board in place that is consistent with the Board's Policies, the organization's budget capacity and statutory requirements. That the program is to be evaluated every three years, and to inform the Board before any staff compensation adjustment or offer is made that is outside the approved compensation program's rates for a position within the compensation program.
- 7.3. Negotiate and sign collective labour agreements on behalf of King's University College once Board approval is given, that are consistent with the Board's Policies and budget capacity, informing the Board before negotiations are initiated as to the opportunities, challenges, needs and limitations of the organization, and also to inform the Board after negotiations are completed as to the terms and conditions, or to discuss negotiations with the Board anytime during negotiations if the Principal wishes the Board's input or perspectives.
- 7.4. Ensure that any offers of employment, whether permanent, part time or contractual, are consistent with approved Human Resource Board Policies or as approved by the Board of Directors if outside these policies.
- 7.5. Effectively communicate and have staff and volunteers trained on an ongoing basis, that King's does not tolerate discrimination, harassment, bullying, physical or sexual abuse or similar behaviours, and to have in place, the appropriate procedures, communications and training programs that support understanding of and compliance with Board Policies in this regard, the rights of individuals and the processes and procedures individuals can pursue if they believe they have experienced such behaviours.
- 7.6. Develop an organizational culture of academic and service excellence by supporting innovation, faculty and staff training and development, recognition of efforts and

outcomes, promotion of and support for learning opportunities and forums and other strategies.

- 7.7. Ensure all faculty and staff of King's University College are treated fairly and equally, have clarity as to their role and accountabilities within King's University College are effectively supervised, and are periodically asked for their views / opinions on the organization's activities and culture.

8. Liabilities and Assets

The Principal will:

- 8.1. Ensure that no leases or contracts for supplies and services are entered into for more than five (5) years without Board of Director approval or encumber / threaten King's University College's ability to sustain itself.
- 8.2. Have in place, and to update annually, a Health and Safety Program for the organization that is based on legislative requirements, site inspections, incident assessments and other relevant inputs.
- 8.3. Ensure that a Disaster Recovery Strategy is in place and annually or regularly updated for all the organization's technology, computer and related operational components and data / information, as well as facilities.
- 8.4. Ensure that the organization has in place, active insurance that covers a loss up to at a minimum of 80% replacement value, as well as for an organizational liability and Board of Director and staff indemnification, at levels reflective of current risk parameters, as well a theft deterrent / loss prevention program as appropriate within King's University College to protect portable assets.
- 8.5. Regularly ensure that College digital services are protected against unauthorized intrusions, malicious or other negative impacts.
- 8.6. Ensure any staff or volunteer that has access to material amounts of College cash or other portable assets is bonded to a level that covers a potential loss.
- 8.7. Ensure reserves and / or cash available are invested based on the Board's Investment Policy and / or approved Board direction.
- 8.8. Ensure that all facilities and equipment of all types are used as per the organization's needs, that sustain the supplier life expectancy targets, and are maintained to the manufacturer's recommendations or industry standards and practises.

9. Strategic Planning

The Principal will:

- 9.1. Ensure that a Strategic Plan is completed at a minimum of every five (5) years, to be undertaken as per the Strategic Planning Policy.
- 9.2. Present a draft Strategic Plan to the Board of Directors for discussion and approval.
- 9.3. Report to the Board of Directors quarterly or as directed by the Board on the progress being made on each Strategic Direction and aligned strategy assigned to the Principal.
- 9.4. Ensure all stakeholders are aware of the Strategic Plan and its Directions / Priorities, and to connect faculty and staff performance appraisals to Strategic Plan outcomes as appropriate.

Monitoring

1. Included as a significant component in the Principal Annual Performance Appraisal.
2. Compliance issues and actions taken recorded in regular and special Board meeting minutes, with follow-up reviews taken as appropriate / required.