

Medicine Hat College Board Policy

Policy #: **GEA-01 Policy on Policy**

Effective Date: May 16, 2023

Next Mandatory Review Date: May 16, 2026

Frequency of Reviews: Every 3 years



1. HIGH LEVEL STATEMENT

The Board of Governors (the Board) commitment to quality governance and accountability is supported through policy. Consistent, transparent, and value driven decision making is achieved by the establishment of guiding principles and expectations for the actions of board members and those with delegated authority.

The Board recognizes that connectivity and consistency with operations is imperative to the Board's success.

2. PURPOSE

This Policy ensures that the MHC community has ready access to high quality, easily understood college policies within a clear governance structure. Policies that are easy to find, read, understand, and will

- (a) support the college's mandate,
- (b) comply with legislation, and
- (c) achieve accountability by identifying the offices responsible for policies and related procedures.

3. SCOPE

This policy applies to the development, approval, implementation, communication, maintenance, and rescinding of MHC policies.

4. PRACTICES

MHC policies are,

- clear, current, concise,
- consistent in approach, and
- congruent with relevant legislation and with MHC's institutional mandate.

Policy Review, Maintenance and Rescinding

Policies are kept current within a framework of an organized system of change control and review. Policies are reviewed according to the published review date and revised or rescinded when appropriate.

Policy Reporting

Will be reported to the Board on an annual basis outlining significant changes to the status of MHC's policy framework.

Policy Structure and Organization

Policies and procedures (in the new template) are listed on the MHC website by category and name.

Policy Format

All policies follow a standard format to ensure consistency across all MHC policies.

Board Policy Development

The Board Policy and Bylaw Committee leads board policy development. The Board approves all board policies.

Standards for Board Policies

The Board approves and monitors compliance with its policies through a transparent process that includes;

- recognizing current and relevant practices, and performance measures,
- considering the potential consequences and risks of approving or not approving a policy,
- monitoring compliance with and evaluating the effectiveness of each policy, and
- creating policy that fits into one of the following two categories:
 - Governance, Ethics, and Accountability
 - Financial Management

5. RESPONSIBILITIES

The Board of Governors is responsible for

- (a) ensuring that board policies meet the standards outlined in this policy,
- (b) maintaining ultimate authority over MHC board policies and establishing and revising those policies as required, and
- (c) delegating the President and CEO to establish policies and procedures for the college's management and operations.

The President and CEO is responsible for establishing policies and procedures for the college's management and operations.

6. RELATED INFORMATION

Attachment A Board Policy Template

GA-01 Policies (Operational)

GA-02 Procedures

PR-GA-01-01 Policy and Procedure Development and Approval

PR-GA-01-01 Appendix A Policy Requirement Form

PR-GA-01-01 Appendix B Policy Template

PR-GA-01-01 Appendix C Procedure Template

Policy and Procedure Framework

DOCUMENT HISTORY

May 2023	Policy Approved
January 2024	Reviewed – Revised Policy
February 2024	Approved