



PRESIDENT SEARCH COMMITTEE TERMS OF REFERENCE

Category:	BOARD GOVERNANCE
Policy Number:	BG-17
Board Approval Date:	February 27, 2025

Objective:	This policy outlines the role and responsibilities of the President Search Committee in its support of the work of the Board of Governors of Olds College (the "Board"). The purpose of the President Search Committee ("the Committee") is to conduct a search for a President of Olds College of Agriculture & Technology (the College), evaluate candidates and recommend finalist candidate(s) to the Board in accordance with any conditions imposed by the Board.	
Scope:	This policy applies to all Board-approved members of the President Search Committee.	
Definitions:		
Policy:	1.	Responsibilities
	1.1	The Committee develops and conducts its own process for the search and selection of a suitable candidate(s) for the position of President of the College.
	1.2	The Committee shall solicit the views of the representatives of all College constituencies (i.e. Members of the Executive Leadership Team (ELT), faculty (OCFA), support staff (AUPE), managers and senior officers (AME), students (SAOC and the Board) regarding criteria for the selection of candidates.
	1.3	The Committee shall recommend a position profile and criteria for the selection of candidates to the Board for approval, and the approved position profile and criteria shall be made public in the College community.
	1.4	With the approval of the Board, the Committee may retain and oversee the work of an executive recruitment consultant to assist in the search for a President of the College.
	1.5	The Committee, with the assistance of the consultant if one is retained, shall establish an acceptable long list of candidates.
	1.6	The Committee shall shorten the list of candidates to the prime finalists and, in accordance with the process that is agreed upon at the outset of the search, rank the desirable candidates on the short list and prepare and present the names of up to three finalist candidates for Board consideration.



	1.7	The Chair of the Committee shall act as spokesperson for the Committee and ensure that there are regular updates provided to the Board.
2.	The Committee's authority enables it to assist the Board in its work while not impeding Board holism.	
	2.1	The Committee cannot change or contravene Board policies or instruct the President or any staff member, other than to request information required in the conduct of its duties.
	2.2	The Committee cannot spend or commit organization funds, other than those specifically allocated by the Board.
	2.3	Staff resource time for administrative support around meetings and support included in the policy development and refinement will be provided through the Board Secretary.
3.	The Committee's composition shall enable it to function effectively and efficiently.	
	3.1	The Committee shall be composed of: Board Chair as the Chair of the Committee Board Vice Chair One public member of the Board, appointed by the Board Chair Faculty representative appointed to the Board of Governors AUPE representative appointed to the Board of Governors
	3.2	The Board reserves the right to appoint one additional member-at-large if it is deemed appropriate.
	3.3	If a Board member's term on the Board expires during the search process, the member shall remain on the committee until the completion of the search process.
	3.4	Appointment of each person to the Committee shall be conditional on their agreement to maintain in confidence all of the information discussed by the Committee.
	3.5	If the association of any members of the Committee with the College, as defined above, is terminated or in any way significantly altered (with the exception of item 3.3), or if for any reason any member is unable to carry out their responsibilities on the Committee, the Committee may request that the Board Chair arrange to replace them with another member of the constituent group.
4.	Meetings	
	4.1	Meetings of the Committee shall be at the call of the Chair.
	4.2	The Vice Chair will carry out any or all of the Chair's responsibilities at the request of the Chair or in the event that the Chair is absent or unable to carry out their responsibilities.



	4.3	All meetings of the Committee will be held <i>in-camera</i> and the Board Secretary shall attend all meetings.
	4.4	All members of the Committee, including the Chair, shall vote on the recommendation to the Board of candidates for appointment as President.
Related Information:	BPR-4 President Search, Selection and Appointment Policy BPR-4.1 President Search, Selection and Appointment Procedure BPR-4.2 President Reappointment Procedure	
Related Procedures:		
Review Period:	3 years	
Revision History:	NEW: February 2025	