



B – Governance Process

Board Information System

Background

The Board receives a great deal of information, much of which is useful for decision making and monitoring. However, the classification of the information so as to inform the Board of the actions required or sought can help improve both the meeting and Board’s governance efficiency. To clarify the types of information, the Board has separated its information into three types.

Policy

In performing its role in policy governance, the Board of Governors is responsible for deciding what information it needs to receive in order to assess its performance and the performance of the College.

The Board Information System is comprised of three types of information, including:

Type 1 - Decision Information – Decision information is that information the Board receives to make decisions, for example:

1. To create a policy from among alternative positions.
 - a. To establish an Ends policy.
 - b. To establish Executive Limitations Policies.
2. To decide on an approach to use for the governing process itself.
3. To establish the qualities it desires in a CEO.

This type of information will be used solely to make Board decisions. It is not judgmental; any measure of performance implied is only incidental to the purpose. This information is meant to be prospective in that it looks to the future and is used to discuss some aspect of the future, i.e. to develop policy or make policy decisions.

Type 2 - Monitoring Information - Monitoring information is used to gauge whether previous Board directions have been satisfied. It is judgmental in that it intentionally measures performance. It is retrospective in that it always looks to the past. The monitoring information required will be a systematic survey of performance against criteria related to specific Ends and Executive Limitations policy criteria.

Type – 3 Incidental Briefing Information - Information that is used neither to make decisions nor to monitor falls into the incidental briefing information category. Incidental briefing information is useful for providing ongoing information to Board members about the organization (i.e. building knowledge of the organization and the sector).

All information that the Board addresses should fall into one of these three categories.



To provide consistency in reporting format, a reporting template is attached to this policy.

REPORTING TEMPLATE

REPORT TO BOARD OF GOVERNORS

Topic of Report:

Submitted to:

Submitted by:

Date Submitted:

Report Purpose:

- | | |
|---|--|
| <input type="checkbox"/> Decision Report | <input type="checkbox"/> Policy Development, Enhancement, Revision, Approval |
| <input type="checkbox"/> Monitoring Report | <input type="checkbox"/> Ends Policy |
| <input type="checkbox"/> Incidental Briefing Report | <input type="checkbox"/> Governance Process Policy |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Board –President Relations Policy |
| | <input type="checkbox"/> Executive Limitations Policy |

BACKGROUND INFORMATION

RECOMMENDED MOTION