

# **Cambrian College of Applied Arts and Technology**

## **Board of Governors**

### **Board of Governors Confidentiality and Attendance Agreement**

<b>Approved by the Board of Governors</b>	<b>May, 2007</b> <b>Motion: 07-05-47</b>
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Cambrian College has an outstanding reputation in the community for its integrity, loyalty, dedication, and commitment, as well as its high quality of postsecondary education programs. In support of this positive image, the College expects and requires Governors to behave in an ethical, professional, respectful and collegial manner while carrying out their responsibilities on the Board.

#### **Protocol Regarding Confidentiality**

1. Regular Board meetings are open to the public and/or media. Once the Board has dealt with an issue in a regular meeting, the issue is considered to be in the public domain.
2. The Board also holds in-camera meetings, where items discussed relate to legal, personnel, acquisition of property, or other matters deemed to be confidential. Such topics are confidential until they are discussed at a regular Board meeting.
3. Committees are advisory to the Board. Only the full Board makes formal decisions. Committee meetings are held in-camera, and their recommendations should not be discussed outside of the Board. Discussions with others for the purpose of gathering input for committee consideration are acceptable.
4. If you have any questions or need clarification on the confidentiality aspects of a particular issue, please discuss this with the Chair of the Nomination Committee.

#### **Undertaking Respecting Confidentiality**

Whereas from time to time, arising out of the relationship between the undersigned and the Cambrian College Board of Governors, the undersigned shall come into possession or have knowledge of certain matters, information and things which are confidential, i.e. “confidential information”;

and, whereas it is the stated policy of the Cambrian College Board of Governors, that the recipient shall hold such information in the strictest confidence;

the undersigned does hereby undertake to keep confidential, and not to disclose and all confidential information to which the undersigned shall become privy to, by virtue of membership on the Cambrian College Board of Governors, or its committees, sub-committees, and/or task forces.

### **Protocol Regarding Attendance**

1. Governors bring unique and diverse perspectives, considering the various backgrounds and positions they hold in the community. They have been selected based on their experiences. During Board meetings, issues are brought to the Board that require the full attention and participation of all members. Absenteeism thwarts maximum Board effectiveness.
2. Governors are also able to bring their expertise to the work of Committees, and through regular attendance and participation, enhance the success of the Committee.
3. Governors are expected to attend a minimum of 50% of all Board meetings, and to not be absent for four consecutive meetings annually.

### **Undertaking Respecting Attendance**

Whereas from time to time, arising from a Board member's business, health, or personal commitments, it may not be possible to attend more than 50% of all Board meetings, and/or not miss four consecutive meetings, the undersigned agrees to discuss this with the Chair of the Nomination Committee.

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I, \_\_\_\_\_ (please print name) have read the above undertakings and certify that I fully understand the nature and effect of these undertakings, and acknowledge receipt of a copy thereof.

I further agree to be bound by the rules of confidentiality as set out above. I also understand the need for attendance requirements and I believe I can meet the requirements as set out above.

Dated at Cambrian College this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Member