

**ST. JEROME'S**  
**UNIVERSITY**



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**Roles and Responsibilities of a Board of Governors Member**

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*Board of Governors Manual*

*Approving Authority: Board of Governors*

*Established: April 4, 2013*

*Date of Last Review/Revision: April 4, 2013*

**Policy Statement**

St. Jerome's University will maintain a current roles and responsibilities description for all positions. Roles and responsibilities descriptions outline the nature and scope, specific accountabilities and skills and abilities required for each position.

Updates or substantive changes to roles and responsibilities descriptions may be initiated by the Board of St. Jerome's University from time to time and must consider Board needs. The process of review is directed by the Board of Governors. In certain cases, where appropriate, the incumbent may be involved in the process.

## **Appendix A Supplemental information**

### Role of a Board Member

SJU uses the following criteria for evaluating incumbent Governors and potential candidates for appointment to the Board. Governors are expected to:

- Demonstrate personal and professional integrity and accountability;
- Be committed to SJU and its mission;
- Have a general understanding of and bring informed judgment to the broad range of issues that the Board must address;
- Bring relevant business and/or professional experience which will further the work of the board;
- Demonstrate governance experience with the ability to contribute to the functioning and decision-making of the Board and its committees;
- Devote the time necessary to prepare for and attend Board meetings and meetings of any Board committees on which they serve, and to keep abreast of developments that impact these bodies;
- Support SJU endeavors by attending University functions and acting as University ambassadors whenever possible

### Responsibilities of a Board Member

By accepting appointment to the SJU Board, Governors accept a 'trust': stewardship of the University which is to ensure its long-term integrity and viability. Inherent in this trust is a promise to perform one's duties with prudence and diligence, in the sole interest of the University.