

# CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



CHAMPLAIN  
REGIONAL COLLEGE

## ADMINISTRATIVE FRAMEWORK FOR RELATIONSHIP BETWEEN COLLEGE OFFICERS AND EMPLOYEES WITH COLLEGE ASSOCIATED FOUNDATIONS

### **Please Note:**

An *Administrative Framework* (AF) is an administrative document that provides general guidelines for: the implementation of College Bylaws and Policies; ongoing administrative activities; and specific administrative functions. An AF usually outlines the guiding principles, procedures, and responsibilities related to a specific administrative function. However, College management is always expected to exercise good judgment, therefore, specific situations and circumstance may require some adjustments in procedures.

This administrative framework was adopted for the first time by the Director General's Advisory Committee (DGAC) on \_\_\_\_\_, 2014.

## **1. PURPOSE:**

The purpose of this Administrative Framework (AF) is to set the parameters for relationships between *College Officers* and *employees of the College* with *College Associated Foundations*.

## **2. DEFINITIONS:**

2.1. *College Officers* are the Directors, Deans, or management of equal responsibility, such as Assistant Campus Directors, usually classified as “class 7” or higher in the regulations governing the working conditions for management staff.

2.2. *Employees of the College* are individuals that have direct line of employment with the College.

2.3. A *College Associated Foundation* is a foundation that has been formed to specifically serve the needs of a Campus, its students, or the College as a whole.

## **3. GUIDING PRINCIPLES:**

3.1. The College acknowledges that the College Associated Foundation are independent entities with their own governance structure.

3.2. The College recognizes that the College community, both locally at each campus and the College as a whole, benefits greatly from the relationships it has established between the College Associated Foundation and its Campuses.

3.3. College Officers will ensure that their relationship with a College Associated Foundation does not create a real or perceived conflict of interest as articulated in College policy, specifically they will:

3.3.1. Not accept to be the Chair or Treasurer of a Board of Directors of a College Associated Foundation;

3.3.2. Not be a signing officer for a College Associated Foundation; and

3.3.3. Ensure that any College Associated Foundation with whom they have a direct relationship has the financial controls in place to protect the College, its employees, and themselves.

3.4. Employees of the College will ensure that their relationship with a College Associated Foundation does not create a real or perceived conflict of interest as articulated in College policy, specifically they will:

3.4.1. Not accept to be the Chair or Treasurer of a Board of Directors of a College Associated Foundation;

3.4.2. If appointed a signing officer, ensure cheques higher than \$999 require a signature of an individual external to the College;

3.4.3. Limit their role in the operation of the foundation to clerical support and fundraising; and

3.4.4. Have written authorization from the College Associated Foundation to engage in fundraising on its behalf.

## **4. PROCEDURES:**

4.1. College Officers and employees associated in any way with a College Associated Foundation will report to the Secretary General of the College the nature of their relationship with any College Associated Foundation.

4.2. The Secretary General will report to the Director General, or in the case of the Director General to the Chair of the Board of Governors, any lack of conformity with this Administrative Framework on the part of a College Officer or employee of the College.

4.3. Directors who have a leadership position on the Board of a College Associated Foundation will take the necessary measures to ensure they comply with the requirements of article 3.3. (*This will initially be done prior to the end of the academic year in which this AF comes into force, as this may require some restructuring of the College Associated Foundation Board of Directors.*)

4.4. In the situation where a College Officer or employee of the College does not comply with this AF, the Associated Foundation will be informed of the College expectation by the Director General, or in the case of the Director General the Chair of the Board, and be asked to take appropriate action to rectify the situation. Other consequences will be considered depending on the circumstances of the situation.