

## **Policy Council:**

The **criteria for service** on the Policy Council is that each member have the following:

- A comprehensive understanding of the College;
- The ability to recognize present and future student and community needs, coupled with a desire to effect the changes required to meet those needs;
- The ability to recommend actions which are in the long-term best interest of the College;
- The ability to work effectively in a team-oriented manner.

The Policy Council has the following **responsibilities**:

- Receive and evaluate proposals for additions, deletions, or revisions to staff policy and procedure which affect two or more areas of the College.
- Maintain a policy development and review process that provides for:
  - determining whether proposals are appropriate and/or timely;
  - ensuring that policy statements are clearly drafted and in conformance with the policy model of Board governance;
  - providing opportunities for review and comment by those who will be directly affected by the policy proposal; and
  - reviewing all policies on a five-year cycle for relevance and appropriateness.
- Develop and implement a communications plan which:
  - ensures the opportunity for input and awareness on the part of all faculty and staff;
  - includes appropriate distribution of council minutes to the College community;
  - conducts its business and meetings in an efficient manner; and
  - obtains feedback on the effectiveness of the Policy Council and recommend changes as needed to improve.

The **term of office** for the faculty and staff members of the council is three years, with a limit of two terms. Terms end on August 31 of the third year of office.

For more information about the Policy Council, please review the [Governance Policy](#).