Policy Name:	TERMS OF REFERENCE – KEY PERFORMANCE INDICATORS COMMITTEE
Approved By:	President's Council & Board of Governors
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Policy Holder:	Board of Governors
Operational Lead:	President and CEO
Policy Number:	BRD-GP-014

TERMS OF REFERENCE – KEY PERFORMANCE INDICATORS COMMITTEE

1.00   PURPOSE

1.1   The Key Performance Indicators (KPI) Committee is a standing committee of the Board of Governors which will provide assistance in the identification of key performance indicators (KPIs) and measurements to report on.

2.00   DEFINITIONS

2.1   None

3.00   DUTIES AND RESPONSIBILITIEES

3.1   The KPI Committee is responsible for reviewing potential KPIs and making recommendations to the Board.

4.00   MEMBERSHIP

4.1   The Committee shall be comprised of six members:

a.   one staff and/or faculty constituency representative

b.   one student representative

c.   two community members.

4.2   Ex-officio, non-voting members will include:

a.   the President & CEO

b.   Education Council Chair.

4.3   Resource Personnel:

a.   Vice-President, Education and Student Services

b.   Vice-President, Finance and Administration

c.   Director of Institutional Research and Registrar.

4.4   The Chair will be filled by the Vice-Chair to the Board.

4.5   The normal term of office will be two years, September to August.

5.00   QUORUM

5.1   The majority of the members of the Committee will constitute quorum.

6.00   MEETINGS

6.1   The Committee will meet every eight to 10 weeks or more frequently as needed.

6.2   Interested parties may be invited to make presentations and attend meetings.

7.00   COMMUNICATIONS

7.1   The Committee will use electronic communication to reduce waste where possible.

8.00   REPORTING RELATIONSHIPS

8.1   The KPI Committee Chair will report to the Board.

9.00   PROCESS

9.1   A review plan will be developed yearly.

9.2   The KPI will be identified with assistance and input from the ex-officio members.

9.3   Interested parties and resource staff may be invited to make presentations and attend meetings of the KPI Committee.

9.4   Where appropriate the Board Secretary will circulate the reports to the College community for feedback.

10.00   RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

10.1   None

11.00   HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	May 24, 2013		President's Council and Board of Governors