



## **Position Descriptions of Board Officers of Mohawk College**

### **Chair of the Board of Governors**

The Chair shall be elected annually, or every two (2) years, and shall, when present, preside at all meetings of the Board. Together with the Secretary or other officer appointed for the purpose, the Chair shall sign all ByLaws of the College and such contracts, documents or instruments in writing as require the Chair's signature. The Chair shall approve the incidental expenses of the President. The Chair or the Chair's designate is the official spokesperson of the Board. The Chair shall also have such other powers and duties as may from time to time be assigned by the Board or as are incidental to the office.

### **Vice-Chair of the Board of Governors**

The Vice Chair shall be elected annually, or every two (2) years, and shall have such powers and perform such duties as may be assigned by the Board. In the absence or inability or refusal to act of the Chair, the Vice Chair shall perform all the duties and have all the powers of the Chair. Where the Vice Chair, or such other External Governor as the Board may from time to time appoint for the purpose, performs any such duty or exercises any such power, the absence, inability or refusal to act of the Chair shall be presumed with reference thereto.

### **Second Vice-Chair of the Board of Governors**

The Second Vice Chair shall be the Chair of the Program Development and Renewal Committee. The Second Vice Chair shall have such powers and duties as may be assigned by the Board. In the absence or inability or refusal to act of the Chair and the Vice Chair, the Second Vice Chair shall perform all the duties and have all the powers of the Chair. Where the Second Vice Chair, or such other External Governor as the Board may from time to time appoint for the purpose, performs any such duty or exercises any such power, the absence, inability or refusal of the Chair and Vice Chair shall be presumed with reference thereto.

### **Secretary of the Board of Governors**

The Secretary shall be the General Counsel and Corporate Secretary of the College. The Secretary shall:

1. attend all meetings of the Board and record, or cause to be recorded, all facts and minutes of all proceedings in the books kept for that purpose;
2. give, or cause to be given, all notices required to be given to Governors and to the public;
3. be the custodian of the corporate seal of the College and of all books, papers, records, correspondence, contracts and other documents belonging to the College which shall be delivered up only when authorized by a resolution of the Board; and
4. perform such other duties as may from time to time be determined by the Board.

## **Treasurer of the Board of Governors**

The Treasurer shall be the Chair of the Audit, Finance & Infrastructure Committee. The Treasurer shall:

1. in accordance with the OCAAT Act and the Policy Directives and any other applicable statute or regulation, keep full and accurate accounts of all receipts and disbursements of the College in proper books of account;
2. deposit all moneys or other valuable effects in the name and to the credit of the College in such banks as may from time to time be designated by the Board;
3. disburse the funds of the College under the direction of the Board, taking proper vouchers therefor;
4. provide whenever required by the Board an account of the financial position of the College;
5. co-operate with the auditors appointed by the Board during any audit of the accounts of the College; and
6. perform such other duties as may from time to time be determined by the Board.