



Board Policy Title	Principal Position Description Policy
Policy Section	Board/Principal Connection or Relationship
Approved by	Board of Trustees
Contact/Committee	Executive Committee
Date Approved by Board	July 22, 2020
Effective Date	July 22, 2020
Dates Reviewed/Revised	
Frequency of Review	Every 3 years or as needed

**Policy Background:**

The Board of Trustees (“Board”) is charged with the responsibility of appointing the Principal of Brescia University College (“Principal”), who serves at the Board’s policy direction. The Principal reports directly to the Board.

**Purpose:**

This policy outlines the role and accountabilities and provides a summary of the expectations for the position of Brescia Principal.

**Policy Statement:**

Role of Principal

The Principal of Brescia University College serves as Brescia’s president and Chief Executive Officer. The Principal leads the Brescia community in part, through achieving Brescia’s Mission and Vision, through the implementation and living out the Brescia Values. The Principal is further responsible for ensuring that Brescia achieves its planned outcomes and strategic goals as directed by the Board.

The Principal is an *ex officio* member of the Board and each of its committees, including Brescia Council.

Overall, the Principal:

- provides Brescia with strategic leadership and works to achieve Brescia’s desired outcomes;
- oversees Brescia’s operational management and risk management processes;
- represents, upholds, and advances Brescia’s academic credibility; and
- leads Brescia’s external relations locally, provincially, nationally, and internationally.

**Policy Criteria:**

Principal Duties & Responsibilities

The Principal has supervision over and direction of the operation of Brescia and these other powers, duties, and functions, as set out below:

### Strategic Leadership

- Create and implement a vision that will build and advance Brescia as an exceptional institution for women's education within Ontario, across Canada and internationally.
- Ensure the collegial, harmonious, and collaborative work of the various governing bodies within Brescia, focusing on the achievement of Brescia's vision of excellence and desired outcomes.
- Foster an environment of equity, transparency, and collaboration amongst Brescia's faculty and staff, as well as the greater Brescia community.
- Provide strong, effective and highly visible leadership to staff, faculty, students and the greater Brescia community.
- In addition, the Principal shall perform such other functions as may be ancillary to the duties and responsibilities set out above and as may be delegated by the Board to the Principal from time to time.

### Operational/Management

- Lead faculty and staff in the achievement of Brescia's Outcomes and Strategic Plan.
- Lead faculty and staff in pursuing the operational strategies, plans and policies set by the Board, the Principal, and Brescia Council, as applicable.
- Plan, organize and direct all facets of Brescia's operations within the parameters of Brescia's Strategic Plan.
- Oversee the operational management of Brescia in a manner that ensures Brescia's resources are optimized and safeguarded.
- Exercise oversight over the operational and fiscal management of Brescia.
- As appropriate, delegate certain internal operational matters to members of the Senior Leadership Team, while maintaining overall responsibility and oversight of the matters.
- Ensure that the academic schools, as well as members of the Senior Leadership Team, are structured in a manner that encourages innovative and efficient administration of the entire institution.
- Exercise, under delegated authority from the Board, the authority to act in extraordinary and/or emergency circumstances.
- Develop and recommend the annual capital and operational budgets and plans to the Board for review and approval, which plans shall be developed in collaboration with the Senior Leadership Team, Brescia Council and the Board.
- Ensure the integrity of Brescia's internal controls and management systems.

### Academic and Research Leadership

- Create, through all their dealings, an atmosphere of academic excellence in all of Brescia's approved programs and courses.
- Foster/encourage excellence, quality, innovation, enterprise, and a collegial spirit.
- Encourage, lead, and nurture the development of areas of research excellence.
- Support and collaborate to build excellence in teaching, research, and service.
- Ensure that Brescia contributes to a vibrant knowledge economy.
- Exercise academic leadership to enhance Brescia's academic quality and status and the reputation of Brescia's undergraduate, graduate and diploma programs.

### Student Experience

- Foster a culture that attracts, retains and ensures the success of students and ensures positive student experiences.

### Relationship with the Board of Trustees

- Maintains a strong relationship with the Chair and Vice–Chair/Past Chair of the Board of Trustees, Trustees and the Chancellor.
- Report to the Board on the performance of Brescia against desired outcomes/results, (the measures laid out in Brescia’s Strategic Plan and the Annual Strategic Operating Plan), and measures related to key risk indicators.
- Ensure that the Board is thoroughly informed on a timely basis of administrative and academic implications, fiduciary obligations and enterprise risks which will or are likely to affect Brescia’s current or future operations and make recommendations regarding policy and strategic directions to the Board for its consideration and approval.

### Advancement

- Champion Brescia’s advancement initiatives and campaigns and develop diversified income streams to ensure the long–term financial viability of Brescia. Work closely with the Executive Director of Advancement and Alumnae Relations, and, where relevant, Chairs of Schools and other relevant stakeholders to plan strategies for successfully accomplishing these initiatives.

### External Relations

- Ensure the overall effectiveness of Brescia through advocacy to, contact with, and/or participation in various orders of government and with councils and organizations involved in higher education at the provincial, national, and international levels.
- Partnership with UWO, Affiliates, and potential other partner Universities.
- Ensure connection to and alignment and engagement with the Board, Alumnae, and key Brescia community members, groups, and associations.

### Risk Management

- Identify, monitor and manage Brescia’s principal business, financial and other risks under the direction of the Board Operational Boundaries Policies and regularly report to the Board on such matters.

### Monitor Trends

- Keep abreast of trends and developments within the general post–secondary education sector which may impact the future success and stability of Brescia.
- Keep the Board well informed of critical post–secondary education sector trends and challenges.

### Ethics

- Promote, preserve and represent, through his/her personal reputation and stature, the achievements of Brescia in order to gain support for its many endeavours.
- Ensure that Brescia maintains a high level of integrity and ethical conduct and operates within the limits of the law and fair business practices.

### Human Resources

- Build a Senior Leadership Team committed to working with the Brescia community in fulfilling Brescia’s Vision, Mission and Values, and priorities necessary to ensure the long–term Catholicity and sustainability of the University.
- Review with the Board, appointments to senior management positions, prior to making such appointments.

- Establish and maintain a management development and succession plan for annual Board approval.

#### Communications

- Model, as Brescia's chief representative and spokesperson, the spirit, values, and integrity of the institution as he/she champions, locally, provincially, nationally, and internationally, the initiatives set out in Brescia's Outcome Policy and Strategic Plan.
- Create and continually encourage further opening-up Brescia to the world (by attracting more international students, faculty, and programs).
- Act as the primary spokesperson for Brescia and oversee Brescia's interaction with the greater Brescia community, other post-secondary institutions and organizations, government officials and the public at large.
- Maintain a positive working relationship with the greater Brescia community, other post-secondary institutions and organizations and government officials.
- Oversee the adoption and execution of internal and external communication plans.

#### Annual Principal's Goals (including Operational Outcomes)

- Establish, in conjunction with the Executive Committee, and subject to Board approval, annual personal performance objectives to be achieved in the forthcoming year.

#### Governance

- Maintain and foster strong governance structures, leadership teams and management arrangements within Brescia.
- Develop and implement operational policies to guide Brescia's operations within the limits prescribed by the Board, including the Brescia Board's Outcomes Policy and strategic direction.
- Ensure approved policies and processes are understood and followed at Brescia.

#### **Key Relationships:**

- The Principal reports directly to the Board.
- The Principal shall meet regularly and as required with the Chair of the Board and Vice-Chair/Past Chair to review important and emerging issues and risks and to ensure that the Board Chair and Vice-Chair/Past Chair are provided with relevant and timely information on behalf of the Board.
- While taking a leadership role, the Principal shall develop and maintain effective working relationships with the Senior Leadership Team, Brescia Council, Chairs of Schools, Brescia's Canonical Sponsor and Ursuline Religious, as well as other members of faculty and staff.
- The Principal shall establish a presence and take a leadership role in representing Brescia to the larger Brescia community, the media, and the general public.

**Definitions:** N/A

#### **Related Policy References:**

Delegation to and Authority of the Principal

**Required Approvals:** N/A