



Signatures: SATCC Commission Board Chair

SATCC Commission Board Vice Chair

Board Category Governance – G1
and Policy Name: Responsibilities of the Board

Deleted: January 24, 2018

Supersedes: April 6, 2011; February 10, 2015, February 10, 2016

Policy Board members shall ensure that the business and affairs of the Apprenticeship and Trade Certification Commission are conducted in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

In performing their duties, members of the SATCC Board and Trade Boards shall:

- act honestly and in good faith with a view to the best interests of the SATCC, while taking into account the public policy and business objectives of the SATCC;
- exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
- comply with the provisions of *The Apprenticeship and Trade Certification Act, 1999*, as amended or replaced from time to time.

In discharging its duties, a Board's principal responsibilities are to:

- provide leadership in setting the SATCC's long-range strategic direction, and to approve the SATCC's overall strategic plan, operating goals, operating budget, performance indicators and the business plans established to achieve them;
- participate in identifying the principal risks of the business in which the SATCC is engaged, to achieve a proper balance between risks incurred and potential returns, and to oversee the implementation of appropriate systems to manage the risks;
- appoint, monitor and evaluate the performance of the Chief Executive Officer (CEO), taking appropriate action as warranted, and to provide for effective succession planning;
- adopt policies and processes to enable effective communication with

stakeholders and the public;

- ensure the integrity of the SATCC's internal control and management information systems; and,
- develop practices to ensure that the Board functions independently of SATCC management.

Background

A Board of Directors functions as stewards of the SATCC and has the statutory authority and obligation to guide the affairs and business of the Commission through the development of an overall strategic direction and policy framework.

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