

Policy Name:	ASSET PROTECTION	 <p>coast mountain college</p>
Approved By:	Presidents Council & Board of Governors	
Approval Date:	April 20, 2012	
Amendment Date:	N/A	
Policy Holder:	Board of Governors	
Policy Number:	EL-8	
Category:	Executive Limitations	

## ASSET PROTECTION

### 1.00 POLICY STATEMENT

The President/CEO may not fail to maintain or protect the financial and physical assets of the institution. Accordingly, the President shall not:

- 1.01 Fail to insure board members, staff or the College itself against theft, casualty and liability losses, in amounts consistent with the comparable organizations;
- 1.02 Fail to protect plant and equipment from misuse and inadequate maintenance;
- 1.03 Fail to maintain appropriate policies and take all reasonable actions to protect the organization, its board or staff from claims of liability;
- 1.04 Fail to maintain appropriate policies and take all reasonable actions to protect the organization, its board or staff from claims of liability;
- 1.05 Fail to establish controls to ensure that the receipt, processing and disbursement of funds is sufficient to meet our fiduciary requirements and the standards of the Office of the Auditor General;
- 1.06 Acquire, encumber or dispose of land or buildings.
- 1.07 Monitoring: Internal Report Annually by Vice President, Education, Student & International and External Report – Auditor Annually