

Policy Name:	TERMS OF REFERENCE - KEY PERFORMANCE INDICATORS (KPI) COMMITTEE	 <p>coast mountain college</p>
Approved By:	Presidents Council & Board of Governors	
Approval Date:	May 24, 2013	
Amendment Date:	N/A	
Policy Holder:	Board of Governors	
Policy Number:	GP-8.6	
Category:	Governance Process	

TERMS OF REFERENCE - KEY PERFORMANCE INDICATORS (KPI) COMMITTEE

1.00 PURPOSE

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)/measurements to report on.

2.00 DUTIES & RESPONSIBILITIES

The KPI Committee has the responsibility to review potential KPIs and make recommendation to the Board.

3.00 MEMBERSHIP

3.01 The Committee shall be comprised of 6 members:

- One staff and/or faculty constituency representative
- One student representative
- 2 community members

Ex-officio, non-voting member will include:

- President & CEO
- Education Council Chair

Resource Personnel:

- Vice-President, Education & Student Services
- Vice- President, Finance & Administration
- Director of Institutional Research & Registrar

- 3.02 The Chair will be filled by the Vice-Chair to the Board.
- 3.03 The normal term of office will be 2 years, September to August.

4.00 QUORUM

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

5.00 MEETINGS

5.01 The Committee will meet every 8 to 10 weeks or more frequently as needed.

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

6.00 COMMUNICATIONS

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

7.00 REPORTING RELATIONSHIPS

The KPI Committee Chair will report to the Board.

8.00 PROCESS

8.01 A review plan will be developed yearly

8.02 The KPI will be identified with assistance/input from the ex-officio members

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

8.04 Where appropriate the Board Secretary will circulate the reports to the college community for feedback.