

## **Advanced Education and Training**

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### ***The Manitoba Institute of Trades and Technology Board of Governors***

#### Chairperson

Ken Webb, Winnipeg

#### Members

Ron Brown, Winnipeg

Randall Kinley, Winnipeg

Christine Payne, Winnipeg (bil.)

Brent Pooles, Winnipeg

Paramjit Shahi, Winnipeg

Kathryn Atamachuk, La Salle

#### **Mandate:**

The board of governors for the Manitoba Institute of Trades and Technology has overall responsibility for the Institute and is expected to manage the business and affairs of the Institute and ensure that they are conducted in accordance with *The Manitoba Institute of Trades and Technology Act* and the laws of the province.

#### **Authority:**

[\*The Manitoba Institute of Trades and Technology Act\*](#)  
[\*Manitoba Institute of Trades and Technology Regulation\*](#)

#### **Responsibilities:**

The board has overall responsibility for the Institute and is to manage the business and affairs of the Institute and ensure that the affairs are conducted in accordance with this Act and the laws of the province. The board must prepare and maintain full and accurate records of its proceedings, transactions and finances develop and adopt conflict of interest guidelines for board members of the Institute, publish an annual academic report that includes aggregate information respecting post-secondary enrolment, attrition, graduation and graduate employment placement in accordance with guidelines provided by the minister. The board submits reports respecting its high school programming, in the form and within the time specified to the minister. The board must retain custody and control of all records of the Institute and conduct an operational and organizational review at least every five years, in accordance with guidelines provided by the minister.

**Membership:**

7 – 11 members

Members appointed by the Manitoba Government (Including Chair)

Vice Chair designated by the Board

**Length of Terms:**

No more than 5 years per term, 2 terms max (10 year max)

Board members continue to hold office until they are re-appointed, the appointment is revoked or a successor is appointed.

**Desirable Experience:**

Board members:

- Experience in education, technical vocational education, post-secondary education and industry is desirable.
- Knowledge of both current and emerging technical trades and arts is desirable.
- A familiarity of the education and post-secondary-education framework in Manitoba
- An understanding of the economy and industry in Manitoba and its diversity is desirable.
- Knowledge of the needs of transitioning students would be helpful.
- Must be able to communicate verbally and have the ability to ask questions using open ended, non-judgmental language
- Have active listening skills
- Use plain language
- Adhere to a high degree of confidentiality
- Have the ability to make decisions in a fair and unbiased manner.

**Time Commitment:**

Members are invited to attend events such as press releases, convocations and awards ceremonies. A greater commitment is required of the Chair, such as bringing greetings from the Board at events, setting the agenda and external networking events. On average, the additional monthly commitment required of the Chair is 1 to 3 hours.

**Meetings:**

Location: Board meetings are held at 14 Fultz Blvd or other MITT facility, some meetings may be held electronically including where travel is not possible for members

Frequency: 4 times per year

**Additional Sub-Committee Requirements:**

4 Governance meetings, 4 Audit and Finance Meetings, and one board retreat per year. Executive Committee and special meetings as needed.

**Remuneration:**

Chair: \$250/month

Vice-Chair: \$200/month

Member: \$150/month

Members are reimbursed for out-of-pocket expenses in accordance with the Institute's Financial Policies.