POLICY: The Role of the President and CEO	POLICY No. B-9
EFFECTIVE DATE AS OF: **October 22, 2024**	PRIOR VERSIONS: **March 23, 2021** **March 19, 2019** **June 28, 2016**

1. Policy Purpose:

The purpose of this policy is to define the role of the President and CEO and to establish signing authority limits.

2. Policy:

a) Appointment:

In accordance with sections 9(1) and 9(2) of the Manitoba Institute of Trades and Technology Act, subject to the approval of the minister, the board may appoint the President and CEO (to be referred to as the President) of the Institute and determine his or her remuneration. The President's term of office must not exceed five years, but may be renewed.

b) Duties and Powers:

Duties and powers of the President are stated in Section 9(3) of the Act. The President is the chief executive officer of the Institute and their role is to supervise and direct the academic and general administration of the Institute, its students, teaching staff and other employees, and has any other power and duties that may be conferred on or assigned to the President by the board.

Unless specifically otherwise provided, any power, discretion, or signing authority granted to the board will be deemed to be granted to the President, and the President may delegate any power, discretionary signing authority to another employee or person in writing.

Subject to the direction of the board, the President is responsible for the general management and day-to-day operations of the Institute including:

- Prepare for consideration of the board mission, vision and value statements, strategic and business plans, and policies, and execute strategies to support the same;
- Ensure operations of the Institute achieve goals and objectives set by the board in a manner fully compliant with governing statues and within any limitations set by the board;
- Ensure open dialogue with the government and the respective Minister(s);

- Enter into understandings with the government outlining roles and responsibilities of MITT;
- Develop an organizational structure and appoint executive management;
- Prepare capital plan;
- Appoint, train, motivate, monitor and evaluate employees, and develop an effective succession plan;
- Direct and guide the development of policy and procedures to manage the Institute and ensure compliance;
- Report annually to the board on progress that is made toward fulfilling MITT's strategic plan;
- Direct and monitor the Institute's activities in a manner that ensures the assets of the Institute are safeguarded and optimized;
- Identify, prioritize, and manage the principal risks to the Institute;
- Responsible for the financial oversight of MITT to ensure that expenditures and revenues are in alignment with the annual budget;
- Ensure accountability through appropriate, accurate and timely financial and performance reporting including the annual budget and audited financial statements to the board to discharge its obligations and meet its governance and legal responsibilities;
- Ensure compliance with all applicable federal and provincial legislation;
- Make the board aware of significant information including anticipated significant media coverage, threatened or pending lawsuits and material internal changes; and
- Perform other duties as determined by the board or as defined in the Manitoba Institute of Trades and Technology Act.

c) Signing Authority:

The board delegates the financial management of the Manitoba Institute of Trades and Technology (MITT) to the President with clear expectations that the President will take all necessary measures to mitigate risk and maintain control over the financial plans and activities of the Institute.

Within this framework the board may by resolution delegate its signing authority to the President of MITT within prescribed limits. The current limit is delegated at $500,000 within the budget framework.

Notwithstanding the delegation of authority conferred upon the President, the board shall retain the following signing authority over the following:

- Transactions that exceed budget authority as approved by the board;
- Purchase, construction, sale, entering into a new lease or encumbrance of real property and/or facilities that exceeds the President's signing authority;
- Use of reserve funds;
- Collective agreements;
- Naming rights of buildings; and
- Creation or purchase of a subsidiary corporation.

3. References:

The Manitoba Institute of Trades and Technology Act – Section 9 MITT

Board of Governors Policies:
B-10 President Expense Policy
B-11 President/CEO Evaluation
B-12 Order of Succession

MITT Administrative Policies:
FI-1 Purchasing Policy and Procedures