



CHANCELLOR POSITION DESCRIPTION ROLES & RESPONSIBILITIES

APPOINTMENT and ROLE – STATUTORY PROVISIONS

The *University Act* of British Columbia provides at Part 5:

11 (1) *There must be a chancellor of each university, who is to be appointed by the board on nomination by the alumni association and after consultation with the senate or, in the case of the University of British Columbia, after consultation with the council.*

(4) *The chancellor must not be employed by a university.*

17 *The chancellor is to confer all degrees.*

CRITERIA, ATTRIBUTES and CHARACTERISTICS

The Chancellor is a distinguished person whose service, contributions, reputation, and record of excellence in their field(s) of endeavor, reflect the mission, vision, and values of the University of Northern British Columbia.

The Chancellor position requires experience and knowledge of ceremony and protocol and a high level of ease and comfort with ceremony and public speaking.

VOLUNTEER POSITION

The Chancellor position is a non-remunerated, volunteer position.

TERM of APPOINTMENT

The Chancellor serves for an initial three-year term and, should the Chancellor be willing and able, this appointment may be renewed for one additional three-year term, on review by the UNBC Chancellor Nomination Committee and on the approval of the UNBC Board of Governors.

ROLES and RESPONSIBILITIES of the CHANCELLOR

The Chancellor is the ceremonial head of the University and Chair of Convocation. In addition to ceremonial functions and the conferral of degrees, the Chancellor is an *ex-officio* voting member of the UNBC Board of Governors and Senate. The Chancellor serves on a number of Board and

Senate Committees, including the Senate Committee on Honorary Degrees and Other Forms of Special Recognition.

UNBC currently hosts two annual convocation ceremonies in Prince George in May. Four additional convocation celebrations are also generally held in May in Quesnel, Fort St. John, Terrace and the Nass Valley.

The Chancellor may host special events such as the Chancellor's Dinner at convocation time and attend a range of functions, including alumni and donor recognition events, to support the strategic direction of the University.

The UNBC Board of Governors meets, on average, 5 times per annum for a full day, with additional special meetings as needed. Board Committees meet on average 4-5 times per annum.

The UNBC Senate meets 10 times per annum for 2-3 hours, and the Senate Committee on Honorary Degrees and Other Forms of Special Recognition meets, on average 4-5 times per annum.

Approved expenses incurred in the fulfillment of the responsibilities of Chancellor are covered.

LIMITATIONS on ELIGIBILITY – STATUTORY PROVISIONS

The *University Act* of British Columbia provides at Part 6:

20 (3) *the chancellor and president are members of the board for so long as they hold their respective offices.*

23 (1) *the following persons are not eligible to be or to remain members of the board:*

- (a) Members of the Parliament of Canada;*
- (b) Members of the Executive Council or of the Legislative Assembly;*
- (c) [Repealed 2006-15-45.]*
- (d) a member of the public service in the ministry;*
- (e) a member of the public service designated by the minister;*
- (f) [Repealed 2003-48-32.]*
- (g) [Repealed 2018-36-3.]*

23 (2) *A member of the board who ceases to be eligible during his or her term of office immediately ceases to be a member of the board.*