



2021-2022
BOARD OF GOVERNORS'
NEW MEMBER HANDBOOK
A Quick Guide

The New Board Member Handbook....A great place to begin your journey with the Board of Governors ...

August 26, 2021

Welcome “A-Board”

Welcome to the Board of Governors at Mount Saint Vincent University; we hope you enjoy your term as a Board Member.

This Handbook was developed based on questions new Board members regularly ask and information they often look for. It's filled with bits and pieces of logistical informationlike where do we meet, where will I park, how will I get my meeting materials, etc. It also contains information on what you can expect as a Board member.... and what the University expects from you.

It's a quick source for questions you may have; it does not take the place of the Board of Governors Policy and Procedures Manual (Board Manual). While the Handbook is designed to answer your preliminary questions and help you prepare for your role on the Board, the Board Manual contains more in-depth information about your role in the good governance of the Mount, and tools to help you carry out your responsibilities as a Board member.

You will find the Board of Governors' Policy and Procedures Manual (Board Manual) located on the [Board of Governors' Manual - Website](#) or on the [Board of Governors' Manual - SharePoint site](#).

Please do not hesitate to contact the Board Secretary, Kim Campbell, at kim.campbell@msvu.ca with any additional questions you may have.

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New Board Member Handbook

1. MSVU – Bicameral Governance

Mount Saint Vincent University operates under a bi-cameral governance structure; this means that it has two governing bodies, MSVU Board of Governors (responsible for overall management of the university, with particular responsibility for property, revenues and finance) and the MSVU Senate (responsible for overseeing the academic and research activities of the university). Please see the [Mount's Charter](#) for the full list of responsibilities of both governing bodies.

a. MSVU Board of Governors' Responsibilities as per the Charter

As mandated by the [Mount's Charter](#) (Section 7), *"The Board has the governance, conduct, management and control of the University and of its property, revenues, expenditures, business and affairs and has all the powers necessary to perform its duties and achieve the objects of the University."*

The "objects" of the University are outlined in the [Mount's Charter](#) (Section 4) as:

- (a) the promotion of academic excellence through the provision of a strong liberal arts and science core and selected professional disciplines;
- (b) the dissemination and extension of knowledge through teaching, research and scholarly activity;
- (c) the preservation of knowledge through its role as a repository and trustee of our cultural heritage;
- (d) the continuing development, intellectual, moral, spiritual and physical of those sharing its life, in an environment characterized by a Catholic tradition and a high degree of personalized education;
- (e) service to the community through its programs, resources and facilities

b. MSVU Senate's Responsibilities as per the Charter

As mandated by the [Mount's Charter](#) (Section 9), "Subject to approval of the Board for all expenditures, the Senate is responsible for the academic policy of the University..." For a full list of Senate's composition and responsibilities, please refer to Sections 8-10 of the [Mount's Charter](#), or visit [Senate's website](#).

** For the purposes of this Handbook, we will be focusing on the MSVU Board of Governors side of the Mount's bicameral structure.

2. Board of Governors

a. Board Representation

Having representatives from various stakeholder groups helps ensure that decisions made by the Board of Governors include a wide range of perspectives; this input strengthens Board decisions. As mandated by the [Mount's Charter](#) (S.6.1), the [Board of Governors](#) at the Mount consists of 37 members:

- Chancellor
- President
- Vice-President Academic and Provost
- Vice-President Administration
- Five representatives selected by the Sisters of Charity
- Two representatives appointed by the Order in Council
- Three representatives selected by the Students
- Three representatives selected by the Alumni
- Three representatives selected by the Faculty
- No fewer than 13 and no more than 17 members from the Community at Large

b. Board Member Selection

Board members arrive at the Board table in various ways. The [Mount's Charter](#) names ex-officio positions (Chancellor, President, Academic Vice-President and Vice-President Administration) within University Administration as Board members; others are appointed (Sisters of Charity and Order in Council) or selected (alumni, faculty and students) by and from stakeholder groups. The remaining members (Community at Large) are sourced through the Board of Governors' Nominating Committee and appointed by the Board of Governors.

Given the various skill sets required to ensure the Board of Governors can effectively carry out its fiduciary responsibility to the Mount, the Nominating Committee uses a Skills Matrix approach to monitor current skills sets on the Board and to identify any current or upcoming gaps in those skill sets.

The following skill sets are included on the Mount's Skills Matrix:

- Accounting/Audit,
- Finance/Banking,
- Investment,
- Facilities Planning and Development,
- Information Technology,
- Commercial Real Estate,
- Risk Management,
- Legal,
- Labour Relations,
- Human Resources,
- Executive Compensation,
- Governance/Policy,

- Community Engagement,
- Fundraising/Philanthropy,
- Strategic Risk,
- Public Affairs,
- Government Relations,
- Education, and
- Business Management.

As you can see, it takes many different skills sets to effectively manage the assets of the Mount. The Nominating Committee also considers diversity and whether the Board Candidate is an alum as important factors. The Nominating Committee is committed to ensuring the diversity of Mount Saint Vincent University's Board of Governors; it endeavors to source skill-specific representation from women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus.

Mount Saint Vincent University (MSVU) is strongly committed to fostering equity, diversity, inclusion, and accessibility (EDIA). MSVU is an institution that was established by women for the advancement of women with social responsibility and social justice at its core. We embrace the diversity of our community and are committed to efforts that enhance diversity, equity, inclusion, and accessibility across all facets of our university, within our local community, and in society at large.

c. Board Member Terms

While the [Mount's Charter](#) (S. 6.2) provides the opportunity for Board members to participate on the Board of Governors for a **maximum of six (6) years**, the length of terms differs among the stakeholder groups:

- ✓ Faculty, student and alumni representatives are appointed/elected by their stakeholder groups; the length of their term is generally determined by that stakeholder group's bylaws or terms of reference;
- ✓ Sisters of Charity representatives are also appointed to the Board for a three year term with a possible renewal for a second three-year term;
- ✓ Order in Council representatives are typically appointed by the NS Executive Council Office for a three-year renewable term with a possible renewal for a second three-year term; and
- ✓ Members from the Community at Large are sourced through the Board Nominating Committee and recommended to the Board of Governors for appointment to the Board for a three-year term, with the possibility of reappointment for second three-year term.

The Charter does, however, have a provision that, by resolution by the Board, allows a Board member to serve beyond the six years allowable. This clause within

the Charter is invoked in circumstances where the Board member's responsibilities will extend beyond the six years (i.e. Vice-Chair, Chair, Past Chair).

3. Expectations of Board Members

a. Attendance at Meetings

Your voice and perspective is important in the discussions and decision-making process of the Board. While conflicts in schedules, and inclement weather, do happen, it is expected that Board members will make every reasonable effort possible to attend Board and Committee meetings. Face-to-face participation is expected; however, if you are absolutely not able to attend in person, please contact the Board Secretary who will if possible, arrange your attendance in another manner (Microsoft Teams/phone, etc). As well, if you are absolutely not able to participate in a meeting, please send your regrets to the Board Secretary.

b. Preparation for Meetings

To ensure that Board and Committee members have adequate time to read materials and prepare for meetings, materials are typically provided one week prior meetings. There are generally a large number of documents presented, either through the Consent or Meeting Agenda, at each Board meeting.

Because items listed on the Consent Agenda (Board meeting) are approved or received with one motion at the beginning of the Board meeting, and then not again referred to during the remainder of the meeting, you may want to consider beginning with these materials. Read through these documents; make sure you completely understand the information, and are in agreement with the motion outlined on the Consent Agenda.

Then turn your attention to the documents on the Meeting Agenda; read them, make notes, prepare questions you want to ask. Please arrive at the Board (and Committee) meeting prepared to engage in discussions.

c. Participation in Discussions

Your voice and perspective is important in discussions and decision-making process of the Board. Be prepared to question and challenge ideas and concepts presented to you before you participate in a motion to approve or accept them. Don't be afraid to raise questions or give your opinions on matters; there is no such thing as a "dumb" question. Chances are, if you are wondering it, others may be as well; and remember, sometimes your question once raised may inspire others to ask questions. Active participation and diversity of thought is key to good governance. Whether you prepare questions beforehand or spontaneously question something at the meeting, please be an engaged Board/Committee member.

d. Committee Participation

Board Committees do the groundwork for the Board; your voice and perspective is important in that work. The Board of Governors has standing, ad hoc and sub

committees. As a Board member you are expected to participate on at least one Committee. The skills matrix mentioned above (in the section about Board Selection) will be used to determine on which committee(s) your skill sets can be best utilized; committee assignments will take place over the summer.

For a full list of Board Committees (mandates, current membership, and terms of reference, please check the Board website ([Board Committees](#)). If you would be interested in being considered for the role of Committee Chair or Vice-Chair of a Board Committee, please contact the Board Secretary.

e. Board Conduct

MSVU's Board of Governors promotes a culture of integrity at the University through its own actions, its interaction with senior executives, and its individual interaction or business dealings with external parties. Board members are expected to act in the highest ethical manner and with integrity in all professional dealings. Board members must comply with all applicable laws and regulations and with policies applicable to the Board. Annually, Board members are required to sign the [Mount's Board of Governors' Acknowledgement and Agreement \(A&A\) document](#) acknowledging their responsibility to:

- ✓ Understand their role, [responsibilities](#) and [commitment](#) as a Board member;
- ✓ Observe the provisions of the [Code of Conduct](#) and [Conflict of Interest](#) policies;
- ✓ Disclose to the Board Chair information they become aware of that would be considered an actual, potential or apparent conflict of interest;
- ✓ Disclose to the Board Chair conduct that could impact their ability and/or qualifications to continue as a Board member.

A breach of these policies and/or conditions may result in remedial action, up to and including a request for resignation or a recommendation for removal from the Board of Governors.

4. Parking at the Mount

Over the course of the summer, all Board/Committee members external to the University will be issued a Parking Permit. Parking permits are to be used in general parking lots only and are not valid for parking in metered areas, tow away zones or spots designated for "Accessible" parking. As well, Board members are asked not to park in areas designated to others (i.e. Health Office, Athletics & Recreation, Aramark, Security, etc.). Please review the downloadable [Campus Map](#) to locate appropriate parking (regular and accessible). Please ensure that your parking permit is displayed in the front window of your car while on Campus to conduct Board business.

a. Campus Map

To help navigate your way around Campus, please review the downloadable [Campus Map](#)

5. Pre-Meeting Site Visits/Board Tours

Board members are asked to allow for an extra hour before the start of the Board meeting (4:00 – 5:00 pm); this time will be used to participate in a site visit to various locations of interest on Campus.

Site visit locations are in the process of being set up; if there is a specific area or location on Campus that you would particularly like to see, please advise the Board Secretary. Likewise, if you are interested in participating in a full Campus tour, please let the Board Secretary know and she will ensure you are included in the next full tour.

6. Pre-Meeting Dinner

Prior to each in-person Board meeting, Board members are provided a light dinner which is available at 5:00 pm with the Board meeting beginning at 5:30 pm. Please remember to advise the Board Secretary of any food sensitivities you may have.

7. Board of Governors Meetings

a. Frequency, Location, and Duration

As stipulated by the [Board of Governors' Bylaws](#), five (5) Board meetings are scheduled between July 1 and June 30, including the Annual Meeting, which is typically held in June. Additional Board meetings may be scheduled to address an item or issue that has arisen but cannot wait to the next regularly scheduled meeting. The following Board meetings have been set for 2021-2022:

- Thursday, October 7, 2021
- Thursday, December 2, 2021
- Thursday, February 24, 2022
- Thursday, April 21, 2022
- Thursday, June 23, 2022 (Annual Meeting)

Board meetings (5:00 for 5:30 pm start) are usually held in the Alice Egan Hagen Boardroom (Rosaria Student Centre – Room 309); this room is often referred to as the Rosaria Boardroom or simply as “The Boardroom”. The Boardroom is equipped with technology to allow participation virtually, when absolutely needed.

Board last approximately 2½ hours; however, this fluctuates depending on the number and complexity of Agenda items, and engagement of Board members. Committee meetings generally last 2 hours, again depending on the agenda items and engagement level of members.

b. Meeting Reminders

At the beginning of each Board and Committee meeting, members will be provided a set of “meeting reminders” including:

i. Confidentiality

Discussions at the Board (and committee) table are considered confidential. It is a place where all Board members bring their perspectives to discussions and decisions. It is important that Board members can be open and honest with regard to their opinions and thoughts, understanding that while decisions will be announced or released, the actual discussion leading up to the making of decisions, remains confidential.

ii. Conflicts of Interest

Board and Committee members are asked to be mindful of situations where discussions or decisions could put them in a position of conflict of interest or a “perceived” conflict of interest. Should this happen, Board/Committee members are asked to advise the Board/Committee chair of their actual or perceived conflict of interest. In this case, the Board/Committee member would be excused from the discussion and decision making process. Please refer to the Mount’s [Board of Governors Conflict of Policy](#) for more information on conflicts of interest.

iii. Acting in the Best Interest of the University

At the Board (and committee) table, Board members have a fiduciary responsibility to the University and should act in its best interest. While the Board of Governors is made up of various stakeholder groups (constituencies), once members enter the meeting and sit at the Board table, they are, in fact, removing their “constituency hat” and replacing it with a “Board Member hat”.

Having representation from multiple stakeholder groups is very important in ensuring a diverse representation of thought and perspective when it comes to discussions and decisions at the Board table. Board members participating in the decision-making process must bring their perspective to the Board table discussions, consider all perspectives and then make the decision in the best interest of the University; this may sometimes conflict with what is in the best interest of an individual or stakeholder group. It is not an easy task; however, Board members must act in the best interest of the University.

iv. Leaving with One Voice

While Board and Committee members are expected to actively engage and participate in discussions and decision-making process, it is not expected that a full consensus will be possible in all decisions. However, once a discussion had been held, all perspectives have been considered, and a decision has been made by the Board of Governors, Board members are expected to respect this decision making process and leave with one voice, the voice of the Board and not the voice of individual Board members or stakeholder group.

8. Meeting Materials and Agendas

a. Meeting Materials

In line with the Mount's sustainability initiatives, the Board meeting materials are provided in PDF format and uploaded to the Board of Governors' SharePoint site; we encourage Board member to refrain from printing wherever possible.

Meeting materials (for Board and committees) are uploaded to the Board of Governors' SharePoint site at least one week prior to the meeting to allow sufficient time to review meeting materials; it is expected that Board members will arrive to the meeting having read the materials and prepared for discussions. The meeting materials are projected on screens at Board and Committee meetings; Wi-Fi is available and Board members are encouraged to bring laptops, iPads, etc.

b. Board of Governors' Macro Agenda

The MSVU Board of Governors uses a Macro Agenda approach to organize the workload of the Board for the upcoming year and to evenly distribute that workload over the five Board meetings. Board committees also use this approach to organize and manage responsibilities assigned to it by the Board. Agendas for each Board and Committee meeting are developed using the Macro Agenda.

To ensure Board meeting time is used efficiently and effectively, the Board uses two separate agendas, a consent agenda and a meeting agenda. The Board Secretary first develops a Master Agenda containing all agenda items that will be considered by the Board at its meeting. This Board Master Agenda is then reviewed by the Board Executive Committee meeting charged with setting the agenda for Board meetings.

Input from the Executive Committee and from Board committees, who report at the Board meeting, determine which items will be brought to the Board through the Consent Agenda, which will be addressed at the meeting through the Meeting Agenda. Once this is known, the Master Agenda is broken down into the Consent Agenda and the Meeting Agenda. Consent Agenda items are identified on the Master Agenda with a "C"; these items are received for information or approved using a single motion. Items marked "M" are included on the Meeting Agenda for discussion and/or approval at the meeting. [Board Master Agendas](#) can be found on the Board of Governors' website.

c. Consent Agenda

The Consent Agenda contains routine committee reports, Board meeting minutes, and other non-controversial items that do not require independent discussion or action. At the beginning of each Board meeting, a motion is made to approve and/or accept for information all items on the Consent Agenda.

Board members wishing to question, discuss, or oppose an item listed on the Consent Agenda can have the item moved from the Consent agenda to the Meeting agenda by contacting the Board Secretary prior to the meeting or by

asking that it be removed before the Board Chair calls for the motion (at the Board meeting) that the Consent Agenda Items identified be approved and/or received for information by the Board of Governors.

In order to be included on the Consent Agenda, supporting materials for the agenda item must be available to Board members at least one week prior to the meeting. Again, Consent Agenda items are identified on the Master Agenda with a “C” and are received for information or approved using a single motion.

d. **Meeting Agenda**

The Meeting Agenda consists of the remaining Master Agenda items that have been identified as requiring presentation, discussion and/or approval by the Board of Governors; discussions at Board meetings focus on these items. The Meeting Agenda will typically include presentations, Macro Agenda items, enrolment reports, and reports from the President, Board Chair, faculty, students and alumni. Meeting Agenda items are identified on the Master Agenda with an “M”.

e. **Board Meeting Outcomes**

Following the approval of Board meeting minutes, a document outlining [Board meeting outcomes](#), a brief synopsis of the meeting, is posted to the Board of Governors website.

9. **Board of Governors’ Annual Evaluation**

The Board Evaluation Process is designed to provide Governors with an opportunity each year to examine how the Board is operating, and to make suggestions for improvement. It will also provide valuable information to the Board’s Nominating Committee for renewal and nomination purposes.

The process is designed primarily to provide constructive input for the improvement of the Board “as a whole or as a unit”. The process also provides each Governor with an opportunity to self-assess his/her performance and to comment on the performance of the Board, its Chair, and its support system.

In June of each year, the Chair of the Board asks Board members who have been on the Board for at least three Board meetings to complete the questionnaire and return it to the Board Secretary. The President is also asked to complete a form based upon the input of Senior Management team.

The input of the Governors is summarized on a confidential basis by the Board Secretary. The “raw” results are shared with the Chair of the Human Resources and Governance Committee (HRGC) who will then (a) have a private meeting with the Board Chair to review the results of the evaluation, including the results relating to the evaluation of the Chair’s performance, and (b) schedule a meeting of the HRGC to review the results of the evaluation.

Following a discussion of the results, the HRGC will summarize the key performance strengths and weaknesses identified in the evaluation and make recommendations it considers appropriate for changes in Board policy/practice. This is shared with the Board in the form of an Evaluation Report prepared by the Chair of the HRGC.

Time will be set aside at the September meeting of the Board for a full and comprehensive discussion of Board effectiveness. Immediately following this discussion, the Board will engage in a goal-setting exercise for its performance and effectiveness over the coming year.

10. Board of Governors' Retreat

The Board retreat provides a much-needed opportunity for you, as a Board member to get to know your fellow Board members better, build relationships with each other and the University, and to talk about the future of the Mount. It also provides an opportunity for Board members to hear from different areas of Campus, participate in strategic planning sessions or brainstorming sessions, and meet students and faculty.

The Annual Board of Governors' Retreat is typically held in the fall and held over two half days - Friday evening (6:00 – 8:00 pm) and Saturday morning (9:00 am – 12:00 pm). In the past number of years, the Friday evening session has served as an opportunity to host a small reception with members of the Mount's Senate. Dates for the fall 2021 Board Retreat will be confirmed in the near future.

11. Board of Governors' Mentoring Program

The Mount's Board Mentoring Program provides new Board members with the opportunity to become comfortable early in their role as a governor through one-on-one contact/interaction with an experienced Board member. The overall goal of the program is to help new Board members understand how the Board works and what their overall role is in the good governance of the Mount.

Early in your term on the Board, you will be assigned a mentor who will help you find your way around the Board and the tools available to you. Please know that this is just one resource available to you; others include the Board of Governors Policies and Procedures Manual, reaching out to any other Board member or to the Board Chair, and the Board Secretary who would be happy to help you find answers, tools and/or information to assist you in your role as a Board member.

12. Board of Governors' Orientation

Prior to the first Board meeting, you will be invited to participate in a Board of Governors' Orientation Session. This session, based on the Board of Governors' Policies and Procedures Manual (aka "Board Manual"), will provide you with information about the Board SharePoint site, evolution of MSVU and its governance, Board roles and responsibilities, tools available to assist you in your role as a Board member etc. The Board Manual is available in its entirety on the Board SharePoint; a limited version is also available on the Board website.

13. Board of Governors' Policy and Procedures Manual (Board Manual)

The Board Manual is designed to ensure Board and/or Committee members have access to the information and tools needed to carry out their responsibilities to the Mount, all in one location. While the Board Handbook is meant to help you answer the questions you may have early in your tenure as a Board member, the Board Manual provides more in-depth information and tools that will guide you throughout your time on the Board.

While the Board Manual was originally set up within the Board SharePoint site, much of it is being moved to the Board Website. This will provide information and resources to Board (and Committee) members having to log into the Board SharePoint site. The Board Manual can be found on the [Board website \(Manual\)](#) or on the [Board SharePoint Site \(Manual\)](#). Sections within the Board Manual include:

A. About the Mount

- History, Campus, Profile, Quick Facts, Educational Offerings, MSVU View Book

B. Mount People

- MSVU Sr Leadership, Dept Chair and Directors, MSVU Administration, MSVU and Department Org Charts, MSV Faculty Association, MSVU Students' Union

C. Meet the Board

- Members of the Board, Agendas and Outcomes, Past Years

D. The Senate

- Senate's Role, Members, Dates of Senate and Executive meetings, Agendas, Minutes, Responsibility, Committees, Bylaws, Honorary Degrees

E. Strategic Plan

- Strategic Plan, Academic Plan, Summary of Previous Strat Plan Success, Riva Spatz Women's Wall of Honour

F. University Charter and Bylaws

- MSVU Charter and Bylaws

G. Board Roles and Responsibilities

- Board Roles, Fiduciary Duty, Board Key Responsibilities, Commitment and A&A, Retreat Sides, Board Macro Agenda, Mentoring Program, Annual Evaluation

H. Board Reference Materials

- Board Meeting and Event Dates, Board Committee Membership, Board Org Chart, Glenn Jones Article on University Governance

I. General Information

- External Associations, Glossary of Terms, Other Metro University Contacts

J. Terms of Reference – Board Standing Committees

- Terms of reference for all Board Standing Committees

K. Terms of Reference – Ad Hoc Committees

- Terms of reference for all Board Ad Hoc Committees

L. Board Approved Policies

- Links to all University policies approved by the Board of Governors

14. Board of Governors' SharePoint Site

The Board of Governors' SharePoint site, is a secure location where you will find the Board of Governors Policies and Procedures Manual, meeting calendars, contacts list, announcements, Board and committee sites and meeting materials.

This site provides you with 24/7 access to your meeting materials and resources from anywhere (without having to carry hardcopies). In line with our sustainability efforts, we encourage you to read the materials online and, where possible, to refrain from printing. At Board and/or committee meetings, these materials are accessed from the SharePoint site and projected onto screen(s).

I hope that you find this tool useful and that you will use it regularly. If you would like to have a 'hands on' session over the phone, I would be happy to show you around the site so that you can gain maximum benefit from it.

a. Getting to the Board SharePoint Site

i. From the Mount Website

- Go to the Mount's homepage on the web at: www.msvu.ca
- Choose "About MSVUs" on the top right of your screen;
- Choose "University Governance" located in a blue dropdown box under the heading "Quick Links"
- Choose "Board of Governors" – top of the list. Note....this will take you to the Board of Governors' website.
- Choose "BOARD SharePoint Site – login HERE!" - bottom left side of screen

ii. From Your Web Browser:

- Go your web browser (Chrome works best)
- Search for "MSVU Board of Governors"
- Choose "Board of Governors – Mount Saint Vincent University" – This will take you to the Board of Governors' website. The link should look like this:

[https://www.msvu.ca > about-msvu > board-of-governors](https://www.msvu.ca/about-msvu/board-of-governors) ▾

[Board of Governors - Mount Saint Vincent University](https://www.msvu.ca/about-msvu/board-of-governors)

- Choose "BOARD SharePoint Site – login HERE!" on the bottom left side of the screen

iii. From a Link:

It can be helpful to copy the link below to your desktop as a shortcut)... however, it is good to know how to gain access to the site from the Mount website (in case you are accessing from a commuter other than the one you have added the shortcut to). Direct link to login to the Board of Governors' SharePoint site is: <https://ww3.msvu.ca/sites/bog/Pages/Default.aspx>

b. **SharePoint Username and Password**

Once you reach the Board of Governors' SharePoint site, you will be prompted to enter your USERNAME and PASSWORD (which you should already have). If you do not have a username and password, please contact the Board Secretary who will ensure that you get one.

- If you are external to the University, your username will be firstnamelastname@msvu.ca
- If you are from the Mount community, your username will be the one you log into the Mount's server with.firstnamelastname@msvu.ca

If you were provided a username and password given for your term on the Board and you forget what it is, please contact the Board Secretary.

c. **What You Will Find in the Board SharePoint Site**

The Board SharePoint site contains lots of valuable information and documents. The general area of the site includes, but is not limited to:

- **Quick Links** including link to the President's Goals, key messages, and links to other tools or sites (Policy Central site, Board of Governors' website, Mount Telephone Directory, Honourary Degree Nomination Form, etc.)
- **Board Meeting Materials (link)**
- **Board of Governors' Policy and Procedure Manual (Board Manual)**
- **Calendar** (link to main calendar outlining all Board/Committee meetings)
- **Contacts** (list of all Board and Committee members)
- **Announcements**
- **Board of Governors' Events** (list of all upcoming Board meetings and events)

Board and Committee members have been granted access to different sections of the site. If you have been assigned to a Board Committee, you will also access your Board Committee site from the main SharePoint site.

d. **Board SharePoint Site – Committee Sites**

If you have been assigned to a Committee, you should see the name of the committee(s) listed in the left column on the Board SharePoint site under the heading "**My Committees**". "Clicking" on the name of the Committee will take you into the Committee's section of the SharePoint site.

Within each Committee site, you will find information, tools, documents and meeting materials to help you as a committee member, including:

- Committee Terms of Reference
- Committee Macro Agenda
- Meeting materials
- Meeting and events daters
- List of committee members
- Quick Links

Read more about Board Committees in the section “Board Expectations” below.

e. **Tips for navigating within the SharePoint Site:**

Returning to the prior page

Some items open in the existing window and others open in a separate window. If you wish to return to the page you were on prior, it is suggested that if you have the option, you use the back arrow  at the **top left corner of your computer screen** rather than closing the page by X-ing  (top right corner of your screen). If the item or screen you are in does not have the option of the back arrow, it is safe to use the X to close the screen.

Returning to the “Home” page

No matter where you are within the SharePoint site, clicking on the MSVU logo or the words “Board of Governors’ Site” will take you back to the Home Page or the Main page within the Board SharePoint Site. You should see the following in the top left of your screen:



Clicking on either the logo or the wording will take you back to the home page.

15. Board of Governors’ Website

The [Board of Governors’ Website](#) is a section of the Mount’s website designated to the Board of Governors. This site is a powerful tool that contains much of the information you will need to contribute to the good governance of the University, without having to log into the Board SharePoint site. Included on the Board website, you will find information and documents on members of the Board, Board meeting agendas and outcomes (current and past years), a copy of the Board of Governors’ Manual, Board Committees, Board Policies, and so much more. Please take a few minutes to wander around the site; you’ll be amazed at the tools and resources available to you as a Board member....without ever having to log into the SharePoint site....all at your fingertips.

16. Your Support

It is the role of the Board Secretary to ensure you have all the information, tools, and support to carry out your responsibilities as a Board member.

Whether or not you currently (or previously) participated on a Board of Governors, you may have questions not covered above; please do not hesitate to contact the Board Secretary at kim.campbell@msvu.ca or by phone at 902-457-6436 or 902-719-3502 (cell).