



**Freedom of Information and Protection of Privacy Act (FOIPPA)** – The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(c) of the FOIPPA. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at [abc@gov.bc.ca](mailto:abc@gov.bc.ca) or by telephone at 604 660-0465.

## Business and Structure

Nicola Valley Institute of Technology (NVIT) is British Columbia's Indigenous public post-secondary institution delivering programs at campuses in Merritt and Vancouver as well as in First Nations communities across British Columbia. [Website: [nvit.ca](http://nvit.ca)]

Designated a Provincial Institute under the *British Columbia College and Institute Act* on September 1, 1995, NVIT is an Indigenous governed public post-secondary institute founded in 1983 by the Coldwater, Shackan, Nooaitch, Upper Nicola, and Lower Nicola Indian Bands of the Nicola Valley. As outlined in Section 8 of the *College and Institute Act*, the objectives of the Institute are to provide instruction and perform other functions designated by the Minister.

NVIT's main campus in Merritt BC, Eagles' Perch has received provincial, national and international architectural awards, & its design incorporates Indigenous values. In the 2022/2023 academic year, NVIT had a combined full and part time student body of approximately 1,300 students. Approximately 78% of NVIT's students are Indigenous; for programs delivered on-site in First Nations communities throughout the province, this figure is typically closer to 100%. Our First Nations students represent 56% (112) of BC's First Nations communities as well as First Nations communities from nine other provinces & territories.

The annual operating budget for the Institution is approximately \$13.8 million.

## Strategic Direction

The following four strategic directions are fundamental for NVIT to achieve its vision and mission. NVIT strives to achieve excellence in each of the identified directions. These foundational strategic directions will remain relevant for the foreseeable future, while providing the framework for annual planning across the institution.

NVIT's strategic directions are:

- Learner-Centred
- Academic Excellence
- Community Relevance
- Organizational Effectiveness

NVIT's Vision

ʔehelci ~ xstcawt ~ our spirit, essence, emotions, intelligence are good

NVIT's Mission

sʔəqméyt ~ nak' wúla ʔmnt ~ sharing our traditional ways

NVIT Strategic Plan: [2023-2028 Strategic Plan.pdf](#)

NVIT Accountability Plan & Report: [2022-23 NVIT IAPR.pdf](#)

**Vacant Position(s)**

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There are currently no vacancies on the Board.

**Experience and Qualifications**

While previous experience as a director is not required, it is important that candidates for positions understand the roles and responsibilities of a member of a board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-making and oversight.

Part of the organization's commitment to good governance includes the provision of a comprehensive orientation for new board members and ongoing professional development for new members.

**Diversity and Inclusion**

People from all regions of our province are invited to help renew B.C.'s public sector boards. Consideration will be given to qualified individuals with a broad range of backgrounds in community, labour and business environments. The selection process will recognize lived experience and volunteer roles as well as paid employment and academic achievements.

To support strong boards that reflect the diversity of our province, women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in public sector board appointments are encouraged to put their names forward for appointments.

**Competencies/Attributes**

Collectively, the Board should comprise the following core competencies:

- Corporate leadership/management;
- Strategic organizational change and development;
- Provincial mandate perspective;
- Post-secondary education sector;
- K-12 education sector;
- Labour relations;
- Government/public sector regulatory context;
- Finance, accounting, investment management;
- Governance;
- Legal/risk management;
- Technology;
- Aboriginal community development; and,
- Aboriginal community engagement and involvement.

**Time Commitment**

Normally, the Board meets five times per year, generally every nine weeks from approximately 5pm to 8pm (Tuesdays). Meetings take place on reserve, in Merritt and Vancouver.

## Notice of Position

In addition, Board members may be elected to serve on the Board Executive and/or the Audit & Risk Management Committee. All Board members are expected to attend an annual board professional development day. The Board Executive Committee membership includes the Chair, Vice-Chair and two other voting Board members who are not employees or students. The Executive Committee meets on behalf of the Board in emergency or urgent situations. Board members are appointed to the Audit & Risk Management Committee at the November Board meeting. Board members are also invited to attend various organization functions such as the annual graduation & awards ceremonies.

### Term

BRDO guidelines recommend that Board members are typically appointed for an initial term of one year and are eligible for two subsequent appointments of two and three years, respectively, for a maximum of six years. The length of terms may be adjusted to meet the needs of the organization and ensure optimal succession planning. Reappointments are not guaranteed.

### Compensation

Board members appointed by the Lieutenant Governor in Council may be paid in accordance with general directives of Treasury Board. Pursuant to Section 10 of the *College & Institute Act*, the Lieutenant Governor may set remuneration that an institution pays to members of its board. OIC 180, approved and ordered February 23, 1995, sets remuneration at \$2,300 per year for appointed and student members of the Board and \$3,450 per year for the Chair.

Board members shall be reimbursed by NVIT for any reasonable travelling and other out-of-pocket expenses necessarily incurred in discharging duties as a Board member.

### Governance Structure

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NVIT's Board membership is consistent with Section 9 of the *College & Institute Act*. The Board is composed of:

- (a) 8 or more persons appointed by the Lieutenant Governor in Council;
- (b) one person on the faculty of the institution and elected by the faculty members;
- (c) 2 students elected by the students;
- (d) one person who is part of the support staff and elected by the support staff;
- (e) the president; and,
- (f) the chair of the Education Council.

A Board Executive and an Audit & Risk Management Committee are formed each year.

The nomination of Board members for Lieutenant Governor in Council appointments is structured to reflect the provincial mandate of the institution while maintaining a connection with its founding bands.

**Board Responsibilities and Accountabilities**

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**Role**

The Board's role is that of:

Leader - set the strategic direction, and empowering senior management to implement Board direction;

Overseer - evaluate performance measures and hold senior management accountable;

Steward - provide stewardship for the effective delivery of the organization's mandate; and;

Reporter - report to government, stakeholders, public, and others.

**Responsibilities**

Board responsibilities fall into the following general categories:

*Managing Board Affairs:* Establish the processes and structures necessary to ensure the effective functioning and renewal of the board. Includes: monitoring and improving the quality of the board and ensuring appropriate board committees are in place; ensuring appropriate board orientation and ongoing professional development; articulating roles and responsibilities for the board, committees, and chair individual governors; defining board process and guidelines; evaluating the board, committees, directors and chair; and identifying potential director candidates.

*Organization's Mandate:* Fully understand the organization's mandate set by government, review, and make recommendations to government regarding the mandate to reflect changing circumstances.

*Strategy and Plans:* Participate in the development, review and approval of the organization's strategic plan to ensure consistency with the organization's mandate as set by government.

*Human Resources:* Subject to government legislation and guidelines, select, appoint, compensate, evaluate and terminate the Chief Executive Officer (the President); oversee management succession and development.

*Financial and Corporate Issues:* Review financial, accounting and control systems to ensure appropriate risk management systems, code of ethical conduct and conflict of interest guidelines are set in place.

*Monitor and Report:* Monitor organizational performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

*Communications:* Oversee organization's communications policy.

**Accountabilities**

As organizations that receive Government funding, public post-secondary institutions are expected to conduct their affairs in a manner consistent with the legislative, regulatory and policy framework established by Government. In June 2014, Government established a common set of principles for all British Columbia public sector organizations. The intent of the Taxpayer Accountability Principles is to strengthen accountability and promote cost control.

## Notice of Position

Under the Taxpayer Accountability Principles, public post-secondary institutions receive an annual Mandate Letter that confirms their mandate, provides strategic direction and sets out key priority actions for the fiscal year. The annual letters are signed by the Minister and board members and posted publicly on the ministry and institution websites. Further, as part of the existing Accountability Framework for public post-secondary institutions, the Board Chair and President are required to submit an annual Institutional Accountability Plan and Report to the Minister, outlining their results against performance expectations.

In carrying out its work, the board operates within the broad policy direction and budget set by the Ministry of Post-Secondary Education and Future Skills.

For information about the Ministry, visit the website at:

<https://news.gov.bc.ca/ministries/post-secondary-education-and-future-skills>

## Board Composition

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The individuals who make up the Board should, collectively, have the necessary personal attributes and competencies required to:

- add value and provide support for management in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of management and the organization; and
- account for the performance of the organization.

## Personal Attributes

All directors should possess the following personal attributes:

- High ethical standards and integrity;
- Good judgment;
- Appreciation of responsibilities to the public and BC's Indigenous population;
- Capable of a wide perspective on issues;
- Ability to listen and work as a team member;
- No direct or indirect conflict of interest with director's responsibility to the institution;
- Strong reasoning skills;
- Able and willing to fulfill time commitment required to carry out responsibilities;
- Indigenous ancestry;
- Ability to bridge cultures, multi-cultural skills;
- Able to represent NVIT's best interests in board processes as well as publicly; and,
- Open to upgrading governance skills through training (financial analysis, meetings, strategy, committee roles, etc.).
- Able and willing to engage in constructive dialogue on potentially controversial issues;
- Flexible, responsive, and willing to consider the opinions of others;
- commitment to continuous learning about the organization and the relevant sector or industry

**Competencies**

Collectively, the Board should comprise the following core competencies:

- Corporate leadership/management;
- Strategic organizational change and development;
- Provincial mandate perspective;
- Post-secondary education sector;
- K-12 education sector;
- Labour relations;
- Government/public sector regulatory context;
- Finance, accounting, investment management;
- Governance;
- Legal/risk management;
- Technology;
- Indigenous community development; and,
- Indigenous community engagement and involvement.

## Notice of Position

### List of Current Governors and Senior Executives

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	<b>First Appointed</b>	<b>Term Ends</b>	<b>Occupation</b>
<b>Appointed:</b>			
Sharon Bond	2023/07/31	2024/12/31	CEO / Owner, Kekuli Café Properties Inc. NVIT's 5 founding communities [Nooaitch Band]
Carla R. George	2022/06/03	2025/07/31	Completing Master of Arts, UVic BC Aboriginal member at large [Squamish Nation]
Shane Coutlee	2023/12/31	2025/12/31	Director of Education, Lower Nicola Band NVIT's 5 Founding Bands [Lower Nicola Band]
Darwin Hanna	2023/12/31	2025/12/31	Founding Partner, Callison & Hanna Law BC Aboriginal member at large [Lytton First Nation]
Lennard Percy Joe	2019/10/28	2025/12/31	CEO, First Nations Forestry Council; NVITs 5 founding communities [Shackan Band]
Melanie T. Nelson	2022/06/03	2025/07/31	Practicing Clinician in FN communities; Adjunct Professor at UBC & Indigenous Education teacher BC Aboriginal member at large [Samahquam First Nation & Squiala First Nation]
Kathleen Ann Smith	2023/07/31	2024/12/31	Director, Finance & Administration, Hiyam Housing BC Aboriginal member at large [Squamish Nation]
<b>Elected:</b>			
Lara-Lisa Condello	2021/11/01	2024/10/31	Section 9(1)(b) Faculty
Jonathon Nolie	2023/09/20	2024/07/31	Section 9(1)(c) Student [Gwa'sala Naxwaxda'xw Nation]
Kayla Pretti	2023/09/20	2024/07/31	Section 9(1)(c) Student (Sapotaweyak Cree Nation)
Dale Calder	2022/10/01	2025/12/31	Section 9(1)(d) Support Staff
<b>Ex-Officio</b>			
Ken Tourand			Section 9(1)(e) President [Metis]
Chloe Price	2023/10/17	2023/10/17	Section 9(1)(f) Chair, Education Council [Upper Nicola Band]

## Notice of Position

### Senior Executives:

Ken Tourand, President/CEO

John Chenoweth, Vice President, Academic

Aruna Gore, Associate Vice President, Academic

### Process for Submitting Expressions of Interest

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You may submit an Expression of Interest in serving on this board by clicking on the “Apply Online Now” button at the bottom of this page. For more information on the board, refer to the [Directory of Organizations](#) website.

### British Columbia Appointment Guidelines

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Appointments to British Columbia’s public sector organizations are governed by written [appointment guidelines](#).