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## Directory of Records – General

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### Office - The Board of Governors of Athabasca University (The Board)

**Description of the Mandate and Function:**

- Athabasca University operates with a bicameral governance system.
- The President is the chief executive officer of the University and the administrative coordinator of Executive Group. The President reports to The Board and is generally responsible for institutional planning and implementation.
- The University Secretariat is the administrative support for The Board.

**General Classes or Types of Information:**

- The Board and Standing Committees meeting minutes, agendas and attachments.
- Current information on AU governance
- The Board membership
- The Board orientation
- Honorary Awards nominees and recipients

**PIB Titles:**

None

**Copies of Records Located:**

- Library - one copy of meeting minutes, agendas and attachments are placed in the library collection.
- Committee members - one copy of each meeting minutes, agendas and attachments.
- Offices - one copy of each meeting minutes, agendas and attachments. Office of the President - Binders - originals kept until bound copies produced. Archives - one copy of each meeting minutes, agendas and attachments.

**Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:**

None

**Remarks:**