

BRIEFING NOTE

TO: Board of Directors

FROM: Governance Committee

DATE: October 4, 2021

SUBJECT: 9.5 Content Review of the Registrar, CEO Position, Description Policy 3-06

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To review the content of the Registrar, CEO Position, Description Policy 3-06

Background:

It is the responsibility of the Board to develop, approve, update and evaluate implementation of its governance policies. Appendix 2 to the COO's Policy Governance Manual sets out a review schedule for all policies in the manual. The purpose of reviewing the policies on a regular basis is to ensure that they continue to be relevant and serve the function that they were implemented for.

For Consideration:

The Registrar, CEO Position, Description Policy 3-06 was approved by the Board on October 1, 2018 and falls within the Board-Staff Relationship Category. Policies in this category clarify the Board's relationship with the Registrar, CEO and COO staff.

The original policy **Appendix A** is attached below. On review, the Governance Committee was of the view that the policy continues to adequately serve the Board's needs and that except for one minor typo, no amendments were necessary.

Public Interest Consideration:

The Board has recognized the importance of strong governance in order to carry out its object of regulating the profession in the public interest and has invested significant time and resources into updating its governance policies and processes. Reviewing the content of these policies ensures that policies are consistent and effective, and that the College is up to date with regulations, technology, and regulatory best practices.

Diversity, Equity and Inclusion Considerations:

It is incumbent on the Board to consider whether the proposed policy is consistent with the COO's organizational values relating to diversity, equity and inclusion.

Recommendation:

To approve the changes to the Registrar, CEO Position, Description Policy 3-06 as recommended by the Governance Committee.

POLICY TYPE: BOARD - STAFF RELATIONSHIP

3-06 Registrar, CEO Position, Description Policy

BACKGROUND

In keeping with the Governance Approach Policy, 4-01, and the Delegation to the Registrar, CEO [Policy](#), 3-03, has the responsibility for effecting specified organizational results outlined in the Strategic Outcomes (critical outcomes) Policies within the boundaries of executive authority established in Operational Boundaries Policies.

POLICY

The purpose of this policy is to summarize the position description of the Registrar, CEO. This policy is a further interpretation of the Registrar, CEO Job Products Policy, 3-05.

The Registrar, CEO is responsible for the leadership and management of the affairs of the organization in accordance with legislation, bylaws, and policies set by the Board. The Registrar, CEO creates an organization and an environment that supports the achievement of the Strategic Outcomes Policies which outline the vision for COO's impact for the future.

The Registrar, CEO must be able to:

1. Interpret the Board's Strategic Outcomes policies (vision for critical outcomes/high-level results) and transform these into realizable operating outcomes and strategic initiatives.
2. Lead and manage the organization within the Operational Boundaries set by the Board.
3. Provide information and insight to assist the Board in policy decision-making.
4. Provide the Board with regular, accurate and effective monitoring information pertaining to the assessment of achievement of the Strategic Outcomes Policies within Operational Boundaries Policies.

The Board will from time to time approve a detailed Registrar, CEO position description.