College of Opticians of Ontario

BRIEFING NOTE

TO: **Board of Directors**

FROM: **Fazal Khan, Registrar/CEO**

DATE: **November 30, 2026**

SUBJECT: **Department Spotlight**

☐ For Decision ☒ For Information ☐ Monitoring Report

Purpose:

The Department Spotlight series is a reoccurring presentation at each quarterly board meeting, highlighting a department of the College. Each individual department team Director/Manager introduces their team to the board including what role they play in supporting the department. The team also presents a high-level overview of what the function of their department and/or committee is as well as any projects they may be working on.

Due to time limitations at the Fall board meeting, the department spotlight from that meeting has been shifted to the December Board meeting. Presentations from the Policy and Governance department as well as the Professional Practice department are scheduled for this meeting.

Background:

The Department Spotlight series was introduced by the administration to assist board and appointed members in understanding the role of the committees of the College, especially when being asked to request committee appointments. The presentations have been received positively, offering Board and Appointed an opportunity to understand the current state of projects being worked on as well as a chance to meet the department staff.

Public Interest Considerations:

An opportunity for Board and Appointed members to better understand the function of each department and committee, contributing to a better overall understanding of the organization and its mandate to serve the public interest.

Diversity, Equity, and Inclusion Considerations:

Ultimately, a better understanding will lead to an increased interest in serving on these committees, improving the diversity of thought and view on each committee.

Risk Management Considerations:

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These presentations are aimed at increasing Board and Appointed member knowledge operations with an aim to improve engagement and effectiveness of the Board.

Recommendations/Action Required:

These presentations are for information only. No action required.