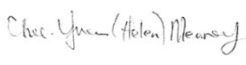


Policy Title: REGISTRAR & CEO POSITION DESCRIPTION		Policy Section: III Board-CEO Relationship		Policy Number: III-04
Approved By: Board of Directors	Date Approved: Jan 23, 1996	Date Reviewed/ Revised:		President's Signature: 
		May 3, 2007 Dec 1, 2009 Jan 24, 2014	Feb 6, 2017 Feb 4, 2020 Jun 3, 2021 May 29, 2023	

BACKGROUND

In keeping with the Board of Directors Governance Philosophy / Approach Policy IV-01, the Registrar & CEO has the responsibility for effecting specified organizational results outlined in the Ends (Critical Outcomes) Policies within the boundaries of executive authority established in Executive Limitations Policies.

PURPOSE

The purpose of this policy is to summarize the position description of the Registrar & CEO subject to the Registrar & CEO Job Products Policy. This policy is an overall summary of the Board's expectations of the Registrar & CEO as outlined across the Ends (Critical Outcomes) and Executive Limitations Policies.

POLICY

The Registrar & CEO is responsible for the leadership and management of the affairs of the organization in accordance with legislation, CMLTO By-Law, and policies set by the Board of Directors. The Registrar & CEO creates an organization and an environment that supports the achievement of the Ends (Critical Outcomes) Policies which outline the vision for CMLTO's impact.

The Registrar & CEO must be able to:

1. Interpret the Board's Ends policies (mission, strategic vision, Critical Outcomes, high-level results) and transform these into achievable operating outcomes and strategic initiatives within the risk boundaries established by Board of Directors in Executive Limitations Policies.
2. Provide information, insight and environmental scanning data to assist the Board of Directors in policy decision-making.
3. Provide the Board of Directors with regular, accurate and effective monitoring information pertaining to the assessment of achievement of the Ends (Critical Outcomes) Policies within Executive Limitations Policies.

Further the Registrar & CEO must successfully fulfill all the duties outlined below.

1. Organizational Accomplishment of Ends (Critical Outcomes) Policies

- Provides direction, strategic thinking, and foresight in establishing the Registrar & CEO Ends Policies Interpretation and a long-term strategic plan which flows from the Ends Policies established by the Board of Directors. The plan sets out a future vision of the organization, specific operational outcomes, and a strategic management plan. Success of achievement of the Ends (Critical Outcomes) within Executive Limitations is regularly evaluated by the Registrar & CEO.
- Provides leadership and advice to members of the Board of Directors in anticipating, identifying and addressing issues of concern in regulation of medical laboratory technology that may impact CMLTO's Ends (Critical Outcomes) achievement.
- Builds and facilitates understanding and consensus among the members of the Board of Directors, the government, and stakeholders as to directions to be taken by the CMLTO.
- Recommends Ends (Critical Outcomes) Policy revisions to the Board of Directors:
 1. in order to meet the changing regulatory policy direction of the government, and
 2. in recognition of emerging developments in the medical laboratory technology profession.
- Carries out the performance of all Registrar functions pursuant to legislation, the CMLTO By-Law, and relevant Board policies.
- Provides leadership to the employees of the organization in order to capitalize on the full potential of this critical resource. In doing so, guides, directs and supports all those staff to work as a team to contribute to the achievement of the Ends (Critical Outcomes) policies. This requires that the Registrar & CEO ensure the involvement of staff in the development and delivery of CMLTO regulatory services.
- Ensures that the CMLTO programs, services and offerings remain relevant to the needs of the public and profession and that excellence remains the hallmark of CMLTO services.



2. Organizational Accomplishment within the Boundaries of the Executive Limitations Policies

Leadership of Staff

- Maintains and enhances an organization structure for the staff that directs critical human resources towards accomplishing the Ends (Critical Outcomes), strategic goals, and operational outcomes.
- Ensures employees are familiar with, engaged in, and practising CMLTO values, including the strong commitment to equity, diversity, inclusion, and justice with CMLTO and beyond.
- Evaluates staffing levels to ensure they are sufficient to accomplish the Ends Policies established by the Board of Directors and balanced with available financial resources.
- Establishes progressive policies and programs that support employees and enables the organization to attract and retain staff in order to achieve the full potential of CMLTO's human resources. Maintains a clear definition of the responsibility of each employee; directs and motivates the staff; and creates a system of development and measurement of employee performance to ensure the accomplishment of the organization's Ends.
- Develops and implements effective succession planning and leadership development throughout the organization, to ensure the continued effective performance of the organization over time. Ensures equitable job opportunities and professional development of all staff.
- Arranges for at least one (1) senior administrator to be aware of and able to manage corporate affairs in the event of the sudden loss of the Registrar & CEO services.

Programs

- Ensures that quality regulatory programs and support services meet the policies established by the Board of Directors and are effective, equitable, and inclusive.
- Continuously evaluates program delivery methods/approaches to ensure they are meeting the needs of the public and are consistent with the critical outcomes established in the Ends Policies.
- Increases program capacity and impact by developing new strategies for business process development and facilities planning.

External Environment

- Communicates actively and promotes the organization's Ends (Critical Outcomes) Policies and values to the public, registrants, government and relevant stakeholders.
- Leads the organization in building and sustaining relevant affiliations with government and other stakeholders.
- Develops effective relationships with organizations sharing common interests at the provincial, national, and international levels.
- Works closely with the government and keeps up to date on developments in the regulatory sector, in order to ensure the organization has the best possible information to respond to emerging issues.

Financial and Administrative Management

- Under the direction of the Ends and Executive Limitations Policies, and the CMLTO By-Law, develops and maintains a multi-year financial plan that addresses required forecasted levels of revenue and expenditure.
- Ensures the development and implementation of effective financial and administrative systems.
- Ensures the effective utilization of financial resources within the policies established by the Board of Directors.
- Invests CMLTO funds appropriately, as per policy, to maximize returns within the Board of Directors risk parameters and with the assistance of professional investment advisors.
- Facilitates annual financial audit, including review of the audited financial statements and Registrar & CEO expenses.

Risk Management

- Ensures a dynamic, enterprise-wide risk management program is in place including protections to ensure cybersecurity.
- Ensures effective financial risk management controls within the limits of management authority and other Board of Directors policies.
- Ensures that there are sufficient CMLTO financial reserves based on Board of Directors' Financial Condition Policy (EL #II-11).

- Maintains appropriate insurance to protect CMLTO Board of Directors, staff, facilities, and assets.
- Monitors legislation and the regulatory environment for legislative changes which could affect CMLTO and makes recommendations where appropriate, in consultation with legal counsel and appropriate external advisors.
- Ensures Privacy Officer functions are managed effectively within regulatory requirements.

3. Support to and Interaction with the Board of Directors

Board of Directors Information

- Ensures the Board of Directors receives all the information necessary to properly exercise its governance responsibilities as outlined in the Board of Directors Information System Policy (GP-IV-50.05).
- Provides the Board of Directors with current, accurate, complete information and unbiased advice for Board decision-making.
- Acquires and analyses information from diverse internal and external sources for the purpose of managing issues relevant to CMLTO and for preparing for consultation with the Board of Directors.
- Supports the Board as it works to intentionally and transparently evaluate the impact of its decision on the protection of the public.
- Upon the election or appointment of each new Board Member, the Registrar & CEO supports a program that provides new members with the appropriate background information on the organization and orientation to the general governance issues facing the organization at that time.

Board of Directors Monitoring Information

- Apprises the Board of Directors regularly of performance towards Ends (Critical Outcomes) and the priorities and achievement identified in the strategic management business plan by complying with the Board of Directors Monitoring Policy (GP IV-50.10).

Board of Directors Support

- Supports the Board of Directors and its committees by providing relevant information and the resources required to fulfill their responsibilities.

Senior Public Spokesperson

- Serves as the senior public spokesperson for the organization, as delegated by the Board of Directors, pursuant to CMLTO By-Law Section 2.7 Media and Official Communications.

REPORTING RELATION

Reports to the Board of Directors as a whole.

REQUIRED QUALIFICATIONS

1. Bachelor or Master's Degree in a relevant field.
2. 5-7 years related experience at a related senior position.
3. Knowledge of and experience with the regulatory and health care sectors.
4. Strategic focus and broad managerial competence.
5. Ability to recruit, inspire, empower, and retain competent staff, combined with a strong commitment to professional development.
6. Integrity, openness, equity, inclusion, and an ability to engender trust.
7. Excellent communication and interpersonal skills.
8. Demonstrated expertise in leadership on both an internal and external basis.

PREFERRED QUALIFICATIONS

1. Qualified as a medical laboratory technologist.
2. Previous regulatory administration.
3. Knowledge and experience in implementation of Policy Governance.