



Policy Title: USE OF REGISTRAR & CEO EMPLOYMENT LETTER TEMPLATE		Policy Section: III Board-CEO Relationship	Policy Number: III-26
Approved By: Council	Date Approved: Nov 28, 2008	Date Reviewed/Revised: Nov 2011	President's Signature: 

BACKGROUND

The Board outlines the nature of its relationship with the Registrar & CEO in the group of policies entitled Board-CEO Relationship Policies. A Sub-Committee of the Executive Committee is responsible for negotiating the specific terms of employment with the hiring of a Registrar & CEO. These terms must be in line with the values outlined throughout the Board Policies.

POLICY

Use of Registrar & CEO Employment Letter When Hiring

The CMLTO Sub-Committee of the Executive Committee will maintain a Registrar & CEO Employment Letter Template in the confidential files of the Board.

The purpose of this Template is to outline the expectations and terms of employment that should be considered when preparing the Employment Letter for hiring any future Registrar & CEO. The Template does not represent the Employment Letter of any specific individual.

Maintenance of the Template

This Template will be reviewed every three years by the Annual Registrar & CEO Performance Appraisal Sub-Committee, at the time, to ensure relevance to current organization and market conditions.

It will be the responsibility of the Chair of that Sub-Committee to ensure this review of the Template is completed.