College of Medical Laboratory Technologists of Ontario

Policy Title: **BOARD POLICY CHAMPION ROLE**		Policy Section: IV Governance Process		Policy Number: IV-60
Approved By: Board of Directors	**Date Approved:** Feb. 1, 2006	**Date Reviewed/ Revised:** Feb 1, 2006 Feb 9, 2010 Feb 14, 2012 Jan 23, 2015	Mar 6, 2018 Mar 22, 2021 Feb 16, 2024	**President's Signature:**

BACKGROUND

The Board has developed a set of governing policies which are designed to reflect the Board's governing values and governance approach. The Board's Governance Policy set includes Board policy decisions regarding the Ends (Critical Outcomes) Policy direction to CMLTO, and the Executive Limitations, which describe the Board's risk boundaries within which delegation takes place to the Registrar & CEO. Further, the Board's Governance Policy set also addresses Board decisions regarding the Board and Registrar & CEO relationship parameters. In order to make the best use of its policy decisions, the Board recognizes that Board Members must have a clear working knowledge of these policies. It is further recognized that Board Members cannot have detailed knowledge of all the policies at all times; hence, Board Members are delegated as resource champions for specific policies.

POLICY PURPOSE

The CMLTO Board Policy Champion role exists to ensure that there is at least one Board Member who has comprehensive knowledge and understanding of one or more Board policies. This policy also ensures that all Board policies area assigned to and covered by a Board Policy Champion.

POLICY

Each Board Member will fulfill the role of Policy Champion and serve as the Board's resource person on the specific policies to which they are assigned (approximately 1 to 4 policies each year).

Ends (Critical Outcomes) Policies outline the purpose and expected outcomes of CMLTO and are the most critical of all Board policies. Given this, all Board Members are assigned to be policy champions for all of the Ends (Critical Outcomes) Policies.

The Board will also ensure that there is a specific Board Member assigned to each policy in the Executive Limitations, Governance Process, and Board-CEO Relationship Policy Categories.

The Policy Champion role includes having a clear knowledge of the background, purpose, and content of the policy such that the Board Member:

- can alert the Board to situations where the policy should be considered or applied,
- can alert the Board to situations where the policy may not or is not being followed appropriately,
- contributes to the further interpretation of assigned policies on behalf of the Board Chair and according to the "Board Monitoring the Board Schedule", identifies evidence to assess the level of the Board's achievement of the policies assigned to the champion, and
- is aware of, and where appropriate, provides input to the regular Board policy review process on behalf of the Board (as part of this policy review the Board incorporates its key values for keeping the public interest at the forefront of its decision-making and for engaging equity, diversity, inclusion, and justice principles in its decision-making).

See Appendix 1 for current Board Policy Champion assignments.

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APPENDIX TO
BOARD POLICY CHAMPION ROLE
POLICY NO: IV 60
GOVERNANCE PROCESS

V2: May 14, 2026

POLICY NO.	CATEGORY	BOARD MEMBERS' NAME
I	**Category I: ENDS**	
I-01	Ends (Critical Outcomes) Policies for 2024 to 2026-2027	All Board Members
II	**Category II: EXECUTIVE LIMITATIONS**	
II-01	General Executive Constraint	M. Wong-Fung
II-09	Investment	L. Lan
II-10	Financial Health	L. Lan
II-12	Financial Audit and External Auditors	A. Chan
II-15	Asset Protection	J. Jose
II-16	Vendor Relations	I. Vithana
II-17	Summary of Financial Numerical Limitations	N/A
II-20	Signing Authority/Authorization of Expenditures	V. Ufodike
II-25	Human Resources Parameters Policy	V. Ufodike
II-35	Staff Conduct and Transparency	V. Ufodike
II-40	Registrant Relations	J. McBane
II-45	Communication and Support to the Board	J. Dorfman
II-50	Corporate Identity and Public Image	J. Dorfman
II-60	Use of Artificial Intelligence	L. Di Pietro
II-70	Intellectual Property	K. Unruh
II-80	Executive Succession Plan	M. Wong-Fung

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POLICY NO.	CATEGORY	BOARD MEMBERS' NAME
III	**Category III: BOARD-CEO RELATIONSHIP**	
III-01	Overview of Board-CEO Relationship	R. Soni
III-02	Delegation to the Registrar & CEO	P. McLeman
III-03	Accountability of Registrar & CEO	R. Soni
III-04	Registrar & CEO Position Description	T. Rix
III-05	Registrar & CEO Job Products	T. Rix
III-07	Unity of Control	K. Persad
III-10	Registrar & CEO Annual Summative Performance Evaluation	K. Persad
III-20	Board Support of the Registrar & CEO	W. Hewus
III-25	Registrar & CEO Compensation Program and Principles Policy	J. Pilzecker
III-25.05	Registrar & CEO Compensation Program: Structure and Administration	J. Pilzecker
III-26	Use of Registrar & CEO Employment Letter Template	J. Pilzecker
IV	**Category IV: GOVERNANCE PROCESS**	
IV-01	Governance Philosophy/ Approach	T. Rix
IV-01.05	Board Equity, Diversity, Inclusion, and Justice Principles and Values	K. Unruh
IV-05	Board of Directors Terms of Reference	W. Hewus
IV-10	Board Member Job Description	J. McBane
IV-15	Role of Board Officers	G. Broukhanski
IV-16	Guidelines for Academic Member/Role Description	L. Bourne
IV-20	Statutory and Board Committee Principles	M. Costantino
IV-20.05	Executive Committee Terms of Reference	K. Persad
IV-20.06	Inquiries, Complaints and Reports Committee Terms of Reference	W. Hewus
IV-20.07	Discipline Committee Terms of Reference	T. Rix
IV-20.08	Fitness to Practice Committee Terms of Reference	L. Bourne
IV-20.10	Patient Relations Committee Terms of Reference	J. Jose
IV-20.11	Quality Assurance Committee Terms of Reference	P. McLeman
IV-20.12	Registration Committee Terms of Reference	R. Soni

POLICY NO.	CATEGORY	BOARD MEMBERS' NAME
IV-20.13	Voluntary Roster Registration Committee Terms of Reference	R. Soni
IV-20.14	Voluntary Roster Quality Assurance Committee Terms of Reference	P. McLeman
IV-20.15	Voluntary Roster Inquiries, Complaints and Reports Committee Terms of Reference	W. Hewus
IV-20.16	Voluntary Roster Discipline Committee Terms of Reference	T. Rix
IV-20.17	Voluntary Roster Fitness to Practise Committee Terms of Reference	L. Bourne
IV-22	Role of Committee Chair	N. Clark
IV-25	Board Policy Decision Process	A. Chan
IV-30	Annual Planning Cycle & Annual Integrated Board Strategic Agenda/Work Plan Policy	J. Jose
IV-35.01	Board Meeting Agenda Development and Structure	L. Di Pietro
IV-35.02	Board & Committee Member Honoraria and Expenses	A. Chan
IV-35.10	Developing and Maintaining Board Policies	L. Di Pietro
IV-40	CMLTO Board Composition and Leadership Continuity Policy	L. Lan
IV-45	Board Linkage with Ownership/Careholdership	I. Vithana
IV-45.05	Board Meeting Process and Minutes	N. Clark
IV-50.05	Board Information System	M. Costantino
IV-50.10	Board Monitoring System	I. Vithana
IV-60	Board Policy Champion Role	L. Di Pietro
IV-70	CMLTO Board Effectiveness Evaluation Policy	I. Vithana
IV-80	Board Code of Conduct, Confidentiality and Conflict of Interest Policy	K. Persad
IV-120	Board/Committee Member Attendance at External Events and Learning Opportunities	G. Broukhanski
IV-130	Board Mentor Program	J. McBane
IV-135	Disclosure of Information	N. Clark
IV-141	Approved Courses of Study in Medical Laboratory Technology for CMLTO Registration	L. Bourne
IV-150	Board Member Use of Social Media	J. McBane
IV-166	Government Relations	P. McLeman
IV-170	Emergency Class of Registration	K. Unruh

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POLICY NO.	CATEGORY	BOARD MEMBERS' NAME
IV-180	Board Use of Generative Artificial Intelligence	M. Wong-Fung