

CEO/Registrar Position Description

Policy Section: Council-CEO/Registrar Relationship	Policy Number: CR-7	Approved By: Council
Regular Council Policy Review Frequency: Every three years	Date Approved: December 6, 2019	Date Reviewed/Revised: March 6, 2020

Background

In keeping with Council Commitment and Governing Approach GP-01, the CEO/Registrar has the responsibility for effecting specified critical outcomes outlined in the Public Benefit Policies within the boundaries of executive authority established in Executive Expectations Policies.

Policy

The purpose of this policy is to summarize the position description/job expectations of the CEO/Registrar.

The CEO/Registrar is responsible for the leadership and management of the strategic and operational affairs of the organization in accordance with legislation, bylaws, and policies set by the Council. The CEO/Registrar creates an organization and an environment that supports the achievement of the Public Benefit Policies which outline the vision for the future.

The CEO/Registrar must be able to:

1. Interpret the Council's Public Benefit policies (critical outcomes) and transform these into realizable operating outcomes and strategic initiatives.
2. Provide information and insight to assist the Council in policy decision-making.
3. Provide the Council with regular, accurate and effective monitoring information pertaining to the assessment of achievement of the Public Benefit Policies within Executive Expectations Policies.

Further the CEO/Registrar is expected to successfully fulfill the responsibilities outlined below. These responsibilities summarize expectations outlined in Council policies on Public Benefit and Executive Expectations.

1. **Organizational Accomplishment of Public Benefit Policies/Strategic Directions Planning**

- Provides direction in establishing Public Benefit Policies interpretation and a strategic plan which flows from these policies. The plan sets out a future vision of the organization, specific operational outcomes, and a strategic approach to achieving and measuring these outcomes. Success of achievement of the Public Benefit within Executive Expectations is regularly evaluated by the CEO/Registrar.
- Assists with strategic directions thinking by conducting periodic internal and external environmental scans to identify emerging issues that may affect CRNM or its relationship with key stakeholders.
- Provides input to Council in anticipating, identifying and addressing issues of concern in regulation of Registered Nurses.
- Contributes to building understanding with the Council, the government, and constituent groups as to



directions to be taken by the CRNM.

- Recommended Public Benefit Policy revisions to the Council:
 1. in order to meet the changing regulatory policy direction of the government, and
 2. in recognition of emerging developments in the registered nursing profession.
- Provides leadership to the employees of the organization in order to build and 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 Public Benefit policies. This requires that the CEO/Registrar ensure the effective involvement and engagement of staff in the development and delivery of CRNM strategies and services.
- Ensures that the CRNM services and offerings remain relevant to the needs of the public and the profession in support of the public and that excellence remains the hallmark of CRNM services.

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

Leadership of Staff

- Maintains and enhances an organization structure for the staff of the organization that directs critical human resources towards accomplishing the Public Benefit, strategic goals, and operational outcomes.
- Evaluates staffing levels to ensure they are sufficient to accomplish the Public Benefit Policies established by the Council and balanced with available financial resources.
- Establishes progressive policies and programs that support employees and that enable the organization to attract and retain highly qualified and competent staff in order to achieve the full potential of CRNM's human resources.
- Maintains a clear definition of the responsibility of each employee; directs and motivates the staff; and creates a system of ongoing learning, development, and measurement of employee performance to ensure the accomplishment of the organization's Public Benefit Policy.
- Develops and implements effective succession planning and leadership development throughout the organization, to ensure sustained effective performance of the organization over time.
- Arranges for at least one (1) senior administrator to be aware of and able to manage corporate affairs in the event of the sudden absence of the CEO/Registrar.

Programs and Services

- Ensures that quality regulatory programs and support services meet the policies established by the Council. These programs are fair, transparent, objective, and innovative.
- Continuously evaluates program delivery methods/approaches to ensure they are meeting the needs of the public and are consistent with the outcomes established in the Public Benefit Policies.
- Increases program capacity by developing new strategies for business process development and facilities planning.



External Environment

- Communicates actively and promotes the organization's Public Benefit Policies and values to the public, the members, the government, and other 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 Management

- Under the direction of the Public Benefit and Executive Expectations Policies, develops and maintains a multi-year financial plan and budget that addresses required forecasted levels of revenue and expenditure.
- Ensures the development and implementation of effective financial and accounting systems and financial reporting.
- Ensures the effective utilization of financial resources within the policies established by the Council.

Risk Management

- Ensures a dynamic, enterprise-wide risk management program is in place and is accountable to keep Council aware of risk mitigation through Executive Expectations Monitoring reporting.
- Ensures effective financial risk management controls within the limits of management authority and other Council policies.
- Monitors legislation and the regulatory environment for legislative changes which could affect CRNM and makes recommendations where appropriate, in consultation with legal counsel and appropriate external advisors.

3. Support and Interaction with the Council

Council Information

- Ensures the Council receives all the information necessary to properly exercise its governance responsibilities as outlined in the Type of Information Provided to Council Policy (GP-18). Upon the election or appointment of each new Council Member, the CEO/Registrar supports a program that provides new members with the appropriate background information on the organization and orientation to the general strategic issues facing the organization at that time.

Council Monitoring

- Apprises the Council regularly of performance towards Public Benefit and the priorities and achievement identified in the Public Benefit Policy CEO/Registrar Interpretation.
- Reports to Council on the compliance with Executive Expectations Policies.

Council Support

- Supports the Council 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 Council.

Reporting Relation

Reports to the Council as a whole.

Required Qualifications

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