

## CEO/Registrar Position Description

<b>Policy Section:</b> Council-CEO/Registrar Relationship	<b>Policy Number:</b> CR-7	<b>Approved By:</b> Council
<b>Regular Council Policy Review Frequency:</b> Every three years	<b>Date Approved:</b> December 6, 2019	<b>Date Reviewed/Revised:</b> March 10, 2022

### Background

The CEO/Registrar is responsible for achieving the strategic objectives established by Council within the boundaries established in Executive Expectations policies.

### Policy

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

The CEO/Registrar is responsible for providing leadership and management in the strategic and operational affairs of the College while acting in accordance with legislation, College bylaws, and policies set by Council. The CEO/Registrar is responsible for creating an environment that supports the achievement of strategic outcomes, as articulated in the Public Benefit Policy)

The CEO/Registrar must be able to:

1. Interpret and execute the Council's strategic plan ('the Public Benefit Policy')
2. Gather information and provide insight to assist the Council in making policy decisions.
3. Provide the Council with regular progress updates with respect to the achievement of strategic objectives ('the Public Benefit Policy')

Further the CEO/Registrar is expected to successfully fulfill the responsibilities outlined below.

### Execution of Strategic Directions

- Interprets the strategic direction established by Council ('the Public Benefit Policy') and develops a plan to implement this direction.
- Facilitates strategic thinking by conducting periodic environmental scans to identify emerging issues that may affect CRNM or its relationship with key stakeholders.
- Anticipates, identifies and addresses issues of concern in the regulation of Registered Nurses.
- Contributes to building understanding amongst Council, government, and stakeholders regarding the College's strategic direction.
- Recommends to Council revisions to strategic direction:
  1. in order to meet the changing regulatory policy direction of the government, and/or
  2. in recognition of emerging developments in the registered nursing profession.
- Provides leadership to the employees of the College 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 College's strategic directions.

- Ensures that College services remain relevant to the needs of the public and that excellence remains the hallmark of the College's work.

### **Operational Leadership**

#### Leadership of Staff

- Maintains an organizational structure that directs human resources towards the accomplishment of strategic objectives and operational outcomes.
- Ensures staffing levels are sufficient to accomplish strategic objectives 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.
- 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.
- Develops and implements effective succession planning and leadership development throughout the organization, to ensure the College's performance is effective and sustained over time.
- Arranges for at least one (1) senior administrator to be 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 to ensure they are meeting the needs of the public and are consistent with the College's strategic directions.

#### External Environment

- Communicates actively to the public, members, the government, and other stakeholders including promoting the College's values and strategic directions.
- Leads the organization in building and sustaining effective relationships with government and other stakeholders.
- Develops effective relationships with organizations sharing common interests at the provincial, national, and international levels.
- Positions the College as a leader in the field of health regulation at the provincial and national level.
- Stays current on developments in the regulatory sector in order to ensure the College is prepared to respond to emerging issues.

#### Financial Management

- Acting in accordance with the College's strategic direction and Executive Expectations Policies, develops



and maintains a multi-year financial plan and budget that includes 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.
- Establishes and implements/maintains strategies to ensure adequate contingency resources are available to the College for long-term capital investments and to mitigate unforeseen financial risks, such as legal expenses.
- Risk Management
- Oversees an enterprise-wide risk management program keeps Council aware of risk mitigation.
- Ensures effective financial controls.
- Monitors the regulatory environment for legislative changes which could affect the College

### **Support and Interaction with the Council**

#### Council Information

- Ensures the Council receives all the information necessary to properly exercise its governance responsibilities.
- Supports a program that provides new Council members with the appropriate background information about the College and an orientation to the general strategic issues facing the College.

#### Council Monitoring

- Provides regular progress updates to Council on achievement of strategic priorities.
- Reports to Council regularly on 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 Relationship**

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 managerial competence.
5. Ability to recruit, inspire, empower, and retain competent staff, combined with a strong commitment to professional development.
6. Strong leadership characteristics 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.