

CEO/Registrar Performance Evaluation

Policy Section: Council-CEO/Registrar Relationship	Policy Number: CR-8	Approved By: Council
Policy Review Frequency: Every five years	Date Approved: September 11, 2020	Date Reviewed/Revised: March 8, 2024

Purpose:

The CEO/Registrar is accountable to the Council for the operational leadership and direction of the College. The purpose of the CEO/Registrar Performance Evaluation is to:

1. Formally summarize the performance trends identified throughout the year and determine if job expectations have been met.
2. Recognize performance excellence and/or to develop specific actions to address areas for the CEO/Registrar's improvement or development.
3. Help inform decisions regarding CEO/Registrar compensation.

Policy:

The following principles apply throughout the CEO/Registrar's performance evaluation process:

1. The Council is committed to performing annual performance evaluations that are based on a logical and objective assessment of the CEO/Registrar's performance.
2. The Council will seek to conduct a more fulsome performance evaluation approximately every three to five years, which incorporates broader stakeholder input.
3. As a part of this process, Council is committed to ensuring:
 - a. The process is a constructive performance development experience.
 - b. There are no surprises at the annual performance evaluation discussion.

Performance evaluation of the CEO/Registrar will be conducted on an annual basis. It will be coordinated by the CEO/Registrar Performance Evaluation Committee with input from all Council Members.

The CEO/Registrar performance evaluation will be based on the following components:

1. Leadership - internal to College
 - o Strategic vision and planning
 - o Board support, leading and guiding Council
 - o Adherence to legislative and regulatory obligations
 - o Giving effect to Council's set directions and regularly reports on progress
 - o Developing Senior Management Team/ succession planning in place
 - o Good communication skills
 - o Effectively leading staff team for optimal results



2. Leadership - external to College
 - External activities and engagement positively reflect on the College
 - Engagement with other Manitoba health regulators
 - Leadership at cross-jurisdictional tables
 - Media relations

3. Operations Management
 - Financial results
 - Use of resources
 - Demonstrated appropriate financial and administrative controls
 - Risk Management

4. Relationship and People Management
 - Relationships with necessary stakeholders are positive and maintained
 - Positive relations with Ministry officials
 - Positive relationships with other nursing and health professions regulators
 - Ability to recruit and retain staff

Information sources used for this evaluation include:

- The CEO/Registrar's self-evaluation report, including their assessment of achievement of the objectives set out in the plan
- Summary input from College staff
- Summary input from all individual Council Members, except where a Council Member is new and has no experience working with the CEO/Registrar
- Monitoring /Achievement Reports submitted to the Council throughout the year