



## GP06: Council and Registrar/CEO Accountability Relationship

<b>Policy Type:</b> Council-Registrar/CEO Relationship		<b>Policy No:</b> GP 06	
<b>Effective Date:</b> December 8, 2023	<b>Last Approval/Revision Date:</b> December 8, 2023	<b>Policy Review Frequency:</b> Every Five Years	

### Purpose:

To outline the accountability relationship between the Council and the Registrar/CEO.

### Policy:

- 1) The Registrar/CEO shall be appointed by and responsible to the Council.
- 2) All Council authority delegated to staff and the resultant accountability is delegated through the Registrar/CEO.
- 3) The Council will direct the Registrar/CEO to achieve results based on priorities established in the Strategic Plan. The achievement of these results be undertaken with the budget approved by Council on an annual basis, as informed by the Registrar/CEO and staff.
- 4) The Registrar/CEO is authorized and required to establish all administrative policies, make all decisions, take all actions, and develop all activities to support CPhM's Strategic Plan and associated operational requirements of the organization.
- 5) The Council may update its Strategic Plan and priorities as necessary and will adjust the requirements of the Registrar/CEO to accommodate these changes.
- 6) Only decisions of the Council acting as a body are binding upon the Registrar/CEO.
  - a. Decisions or instructions of individual Council members, officers, or committees are not binding on the Registrar/CEO except in rare instances when the Council has specifically authorized such exercise of authority (e.g. the Council could authorize the Council Chair to exercise certain authority or request information or assistance from the Registrar/CEO).
  - b. In the case of Council members or committees requesting information or assistance without Council authorizations, the Registrar/CEO can refuse such requests that require in the Registrar/CEO's judgment – a significant amount of staff time or funds or is disruptive.
- 7) The Annual Performance Evaluation of the Registrar/CEO is based upon the monitoring of the College mandate, Strategic Plan, and the Registrar/CEO Position Description. This process will be completed by the end of March annually (refer to the Registrar/CEO Performance Evaluation Policy which provides a detailed outline of the process).
- 8) Only the Council acting as a body can employ, terminate, discipline, or change the conditions of employment of the Registrar/CEO.