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Executive Committee Member-at-large Role Description

Context

CRPO committees – including and in particular the Executive Committee – operate within a prescriptive framework drawn primarily from legislation and by-law. As such, Executive Committee members must ensure that they work in the public interest, following due process and undertaking appropriate and effective decision-making.

The following role description is intended to:

- Support Council members in deciding if they are interested/able to accept the role of Executive Committee member-at-large.
- Provide the basis for matching training needs with available opportunities for development.
- Comprise the framework for formal evaluation of Executive Committee member performance and Council function.

Overview

The Executive Committee is a statutory committee of Council. It has the following broad responsibilities:

- To provide leadership to Council and facilitate its efficient and effective functioning, including the oversight of governance and financial functions.
- To act on behalf of Council as per [section 12.1 of the Health Professions Procedural Code](#), between the meetings of the Council, with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law.
- To oversee the Registrar's annual performance review and to consider and make recommendations to Council regarding the Registrar's appointment, reappointment, dismissal, performance or terms of office.
- To investigate circumstances when it is believed that a Council or committee member has not complied with the College's Code of Conduct.

Specific Responsibilities

- Reviews Committee composition and, informed by the [Council and committee competency and composition matrixes](#), makes recommendations to Council for committee appointments
- Negotiates the employment contract with the Registrar
- Develops a tool for performance appraisal of Registrar based on current HR practice
- Makes a recommendation to Council on the renewal of the Registrar's contract
- Authorizes unbudgeted expenses



- Assumes responsibility for oversight of the annual audit

Term of Office

As per the by-laws:

5.02 – Term of Office

The term of office for each officer of the College shall commence immediately following their election as an officer and shall continue until the next election for officers, approximately one year later.

5.03 – Maximum Term

The maximum consecutive term in one office is three (3) consecutive, full-year terms.

Time Commitment

[CRPO Council: Time Commitment Guideline](#)

Role Outcomes

- Meeting agenda items are well deliberated.
- Registrar's annual evaluation is completed in a timely manner.
- Committee chair and committee member appointments are completed, taking into account required competencies and composition.
- Risk as it relates to the Executive committee's mandate is managed.
- Policy development, policy implementation, and communications initiated or led by the committee are informed by and respectful of diversity, including culture and gender identity.