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President Role Description

Context

CRPO committees - including and in particular the Executive Committee - operate within a prescriptive framework drawn primarily from legislation and bylaw. 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 President.
- Provide the basis for matching training needs with available opportunities for development.
- Comprise the framework for formal evaluation of President performance and Council function.

Overview

The role of the President is maintaining the integrity of the Council's process.

As per by-law [7.01 Duties of the President](#), the President shall:

- if present, and subject to article 11.06, preside as Chair at all meetings of the Council;
- serve as Chair of the Executive Committee;
- perform those duties assigned to the President in the by-laws, including those set out in [article 18](#) related to Communications; and
- perform all duties and responsibilities pertaining to his or her office and such other duties and responsibilities as may be decided by Council.

Specific Responsibilities

1. The President is accountable to the Council.
2. The responsibility of the President is that Council planning, oversight and evaluation are consistent with its governance role and Council-Registrar Relationship policy and those legitimately imposed upon it from outside the organization.
 - (a) Meeting discussion content will only be those issues which, according to Council policy, clearly belong to the Council to decide, not the Registrar.
 - (b) Deliberation will be fair, open and thorough, but also efficient, timely, orderly, and kept on topic.
 - (c) Promotes the establishment and evaluation of the CRPO's strategic goals

- (d) Champions an ongoing Council (and non-Council) member performance evaluation, which includes annually providing Council members with individual feedback regarding their performance and managing any performance issues that contravene the College's Code of Conduct.

2. This authority extends to all decisions which fall within, and are consistent with, any reasonable interpretation of Council governance policies and on the Council-Registrar Relationship, except where the Council specifically delegates portions of this authority to others. The President must recognize Council adopted procedures where they exist.

- (a) Chairs Council and Executive Committee meetings, including assisting in agenda planning and facilitating participation of members of Council & Executive in meetings by cultivating an open dialogue, guiding discussion and navigating conversation on contentious issues.
- (b) The President has no authority to make decisions about policies created by the Council within the Executive Limitations policy areas.
- (c) While the President is the liaison between the Council and the Registrar, the President only has the authority to supervise or direct the Registrar within agreed Council policy.
- (d) The President may act as the authorized spokesperson in accordance with the by-laws and approved policies and positions of the College.
- (e) The President has a responsibility to ensure security and maintenance of confidential Council documents.
- (f) The President is empowered to ensure the orientation of newly appointed Registrar and Council members.
- (g) The President ensures continuity of College business by developing a succession plan.
- (h) The President is empowered to seek legal advice directly in matters that relate directly or indirectly to the Registrar & CEO's performance, employment contract or other similar matters.

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](#)

In addition to expected meeting preparation and attendance, the President is expected to commit to:

- regularly scheduled update meetings with the Registrar
- being available to respond to external (e.g., government, media) requests for information
- acting as authorized spokesperson in accordance with the by-laws and approved policies and positions of the college
- participating in outreach to stakeholders (e.g., government, professional associations, education and training programs, registrants, etc.)
- leading the Executive Committee in preparation for completion and delivery of the Registrar's annual evaluation
- Review of Council member evaluations
- Review of committee chair evaluations
- Review of committee member evaluations
- participating in welcoming/orienting new Council members
- check ins with all committee chairs
- check ins with all Council members
- banking approvals
- other activities/duties as indicated

Role Outcomes

- Council and Executive Committee meeting agendas are planned collaboratively with the Registrar.
- Meeting agenda items are well covered in Council and Committee meetings.
- Media are updated as needed.
- Stakeholders are informed/updated on College related information (e.g., government, training programs, professional associations, Registrants).
- Registrar's annual evaluation is completed and delivered in a timely manner.
- Council, committee chair and committee member evaluations are reviewed and addressed in a professional and timely manner.
- New Council members feel welcomed and are sufficiently oriented to participate in Council meetings.
- New Executive members are sufficiently oriented to participate in Executive meetings.
- Committee chairs and Council members are afforded an opportunity to discuss issues to support and promote the improvement of committee and Council effectiveness.
- Approvals (e.g., banking, signature) requiring the President's authorization, approval or signature are completed in a timely manner.
- Risk as it relates to the Executive Committee's mandate is managed, and Council is alerted to pertinent issues in a timely manner.
- Policy development, policy implementation, and communications initiated or led by the committee are informed by and respectful of diversity, including culture and gender identity.