



## **Registrar Evaluation and Succession Planning Committee**

### **Background**

The Board has established the Registrar Evaluation and Succession Planning Committee to oversee both the performance evaluation of the Registrar and the Registrar succession planning process.

### **Authority**

Health Professions Act (HPA) – Section 21 (1).

### **Mandate**

To oversee the Registrar performance evaluation, salary administration, and Registrar succession planning processes

### **Responsibilities**

With the Registrar and the Board, establish and administer:

1. An annual performance management plan
  - a. Establish joint ownership of the annual process with the Registrar;
  - b. Work collaboratively with the Registrar to agree on performance criteria at the commencement of the annual cycle;
  - c. Recommend performance criteria for board approval;
  - d. Provide mid-year feedback to the Registrar;
  - e. Review year-end results and share findings with the Board
  - f. Conduct formal year-end discussion with the Registrar to provide the performance feedback and discuss next steps as applicable.
2. An annual salary administration process
  - a. Gather data to inform a salary increase decision including the results of the performance assessment, general salary movement in the external market, the position of the incumbent's salary within the approved salary range for the Registrar job, and the College's ability to pay;
  - b. Consider the above and make a recommendation to the Board, as appropriate, for a salary increase;
  - c. Monitor the competitiveness of the Registrar's total rewards package at regular intervals.
3. A succession plan for the Registrar
  - a. Review and revise the Registrar's job description for board review and approval annually;
  - b. Work collaboratively with the Registrar to identify a roster of potential candidates, including their readiness and interest;
  - c. Inform and advise the Board on potential candidates annually or more often as necessary;
  - d. Discuss any action needed to further prepare potential candidates for succession;
  - e. Discuss with the Registrar, the anticipated timeline for succession needs.

### **Reporting relationship**

The committee reports to the Board.

## **Membership**

- The Board Chair
- The Board Vice Chair
- Three Board members at large of which at least one will be a public Board member

## **Term of appointment**

The Board Chair and Vice Chair of the Board are determined by virtue of their positions. The additional board members are appointed by the Board.

## **Committee officers**

The Board Chair is the Chair of the committee. The Board Vice Chair is the Vice Chair of the committee.

## **Voting**

While the committee operates by consensus, if a vote is required, each committee member is entitled to one vote.

## **Meeting procedures**

<i>Schedule:</i>	At least twice per year, usually prior to the April mid-term evaluation and September annual evaluation. Other meetings at the call of the Chair.
<i>Format:</i>	In person, by teleconference or by videoconference.
<i>Agenda:</i>	Circulated in advance of the meetings.
<i>Attendees:</i>	Only committee members, College staff and invited guests are entitled to attend committee meetings.
<i>Quorum:</i>	A majority of the committee or all members of a panel.
<i>Minutes:</i>	Drafted by the secretariat for review and approval at next committee meeting; filed at the College office.
<i>Secretariat Support:</i>	Provided by the College, including meeting coordination, preparation and distribution of materials and drafting meeting minutes.

## **Confidentiality**

Each committee member must sign a confidentiality agreement indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the committee.

## **Remuneration**

Committee members may claim honoraria and expense reimbursement in accordance with the Board's policy and guidelines for claiming committee expenses.