

## POLICY TYPE: BOARD - STAFF RELATIONSHIP

### 3-07 Registrar, CEO Recruitment and Selection Policy

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1. The Board is responsible for engaging an individual to perform the role of the Registrar and Chief Executive Officer of the College of Opticians of Ontario (COO) in the event that the position becomes vacant for any reason.
2. The position will be advertised and open to applicants external to the COO. The Board may also consider internal candidates for the position.
3. The following process will be followed when the Board is required to engage a new Registrar, CEO:
  - a. The Executive Committee shall act as the Search Committee, and shall be authorized to interview, evaluate and negotiate with candidates, and to recommend to the Board the appointment of an individual as Registrar, CEO.
  - b. The Search Committee may engage an external firm to:
    - i. conduct a search on behalf of the Board.
    - ii. conduct the initial screening of candidates.
    - iii. assist in the preparation and negotiation of an employment agreement and compensation package, having regard to the principles set out in this policy.
  - c. The Search Committee shall present to the Board for approval the name of the recommended candidate, their qualifications (resume or curriculum vitae) and start date.
4. The Board is responsible for establishing and maintaining an appropriate, equitable and competitive compensation package for the Registrar, CEO in accordance with the Registrar, CEO Performance Evaluation and Compensation Policy (3-06).