



Succession Plan for Senior Leadership

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1.0 POLICY STATEMENT

It is the policy of the College of Respiratory Therapists of Ontario (CRTO) Council to ensure the CRTO has the ongoing senior leadership capacity to continue to meet its regulatory mandate.

2.0 PURPOSE

The purpose of this policy is to ensure that the organization's obligations can continue in the face of a loss of senior leadership, specifically the Registrar & CEO.

3.0 APPLICABILITY

The CRTO's succession plan defines the process in the following three (3) scenarios:

1. The appointment of an Acting Registrar
2. The selection of a Deputy Registrar
3. The appointment of a Registrar

4.0 RESPONSIBILITIES

a) The appointment of an Acting Registrar

In the event of a short-term, long-term, or permanent prolonged absence of the Registrar, the Deputy Registrar is the most likely person to be appointed as Acting Registrar. The Acting Registrar shall have the same responsibilities and authority for decision-making and action as the Registrar & CEO.

In circumstances where there is no Deputy Registrar, or if they are unable at any point to act in the capacity of Acting Registrar, the Executive Committee (or Council) may temporarily appoint another CRTO employee to that role.

In accordance with the CRTO By-Laws (By-Law 1: General CRTO Administration - s.5.01), the appointment of an Acting Registrar must ultimately be granted by Council but can be approved



by the Executive Committee in the interim. Ratification of the appointment must take place at the next meeting of Council.

b) The selection of a Deputy Registrar

The CRTO has created and will maintain the position of Deputy Registrar to ensure the continuous fulfillment of its statutory obligations, and as part of its succession planning. The Deputy Registrar shall work closely with and support the Registrar in providing effective leadership, management, and administration of the CRTO, including supporting Council and various committees.

Council is responsible for appointing the Registrar, but all other staffing decisions are the prerogative of the Registrar. However, seeing that the defining characteristic of a Deputy Registrar is their ability to step into the Registrar role at a moment's notice, it is essential that Council have input into the selection of the Deputy Registrar.

c) The appointment of a Registrar

In accordance with the CRTO By-Laws, (By-Law 1: General CRTO Administration - s.4.01), the Registrar can be hired or fired only by a motion passed by a 2/3rds majority of the sitting Council Members in attendance at a Council meeting.

5.0 APPROVALS/AUTHORITY

CRTO By-Laws - By-Law 1 – s.4 & 5

6.0 RELATED DOCUMENTS

CRTO By-law 1
Succession Plan for Senior Leadership Procedure

7.0 CONTACT INFORMATION

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