



Registrar/CEO Succession Plan (Long-Term)

Governance Processes
Policy Number: GP-31

Date of Approval	Responsible Authority	Last Revised
February 25, 2026	CMLTM Council	February 25, 2026

Purpose

The purpose of this succession plan is to ensure continuous coverage of executive duties, critical to ongoing operations and organizational stability, in the event of a permanent departure of the Registrar/CEO.

Policy

Executive Committee Authority Becomes Selection Committee

1. Authority to Establish a Selection Committee

The CMLTM Council delegates authority to the Executive Committee to establish an ad hoc Selection Committee for the purpose of appointing a Registrar/CEO as required. The Selection Committee shall be convened only when necessary and shall function with the authority granted by Council and in accordance with applicable governance policies and bylaw. An ad hoc committee will exist only for the specific purpose for which they have been appointed and will dissolve upon acceptance of offer by a successful candidate.

The Executive Committee shall review the Registrar/CEO position description every three (3) years and make revisions as necessary to ensure executive responsibilities are consistent with legislative requirements and organizational needs.

2. Composition of the Selection Committee

The Selection Committee may be composed of **members of the Executive Committee** and shall include, at minimum:

- **one (1) Public Representative**, and
- **one (1) additional Council member** who is not a member of the Executive Committee.



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

The Council shall ensure the Selection Committee reflects balanced representation and adheres to principles of fairness, transparency, and good governance.

3. Voting Rights

All Council representatives appointed to the Selection Committee, including Executive Committee members, the Public Representative, and the additional Council member, **are entitled to one (1) vote** in the selection process. Decisions of the Selection Committee shall be determined by consensus unless otherwise directed by Council or existing bylaws.

4. Mandate of the Selection Committee

The Selection Committee is responsible for identifying, assessing, and recommending a qualified individual to serve as Interim Registrar/CEO. The Committee shall carry out its mandate in accordance with all relevant Council policies, bylaws, and established procedures.

5. Review of Registrar/CEO Position Description

The Executive Committee shall review the Registrar/CEO position description every three (3) years and make revisions as necessary to ensure executive responsibilities are consistent with legislative requirements and organizational needs.

Long-Term Succession Plan

1. In the event that long-term succession planning is required, the Selection Committee shall initiate and carry out the recruitment, hiring, and transition process.
2. The Selection Committee shall be responsible for:
 - Review/revision of the Registrar/CEO position description;
 - Development of a Registrar/CEO search strategy and timeline;
 - And recruitment (advertising, screening, interviewing, selection of candidate for recommendation to the Council).
3. The Selection Committee shall select the successful candidate and recommend formal appointment to the CMLTM Council.



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4. The Council Chair shall lead the contract development/negotiation commensurate with qualifications and experience.
5. The Council Chair shall ensure communication with the CMLTM Council, staff, registrants/members, Committees, and key stakeholders regarding the appointment of the new Registrar/CEO.
6. The Executive Committee shall support the successful transition of the new Registrar/CEO.

References

1. Medical Laboratory Technologists Act, Subsection 6(7).
2. College of Medical Laboratory Technologists of Manitoba By-Laws. Article I
3. Nonprofit Executive Succession-Planning Toolkit. Federal Reserve Bank of Kansas City
4. Emergency Succession Plan. Center for Nonprofit Advancement. 2006.

Revision History

- February 25, 2026 – Date of Approval