

## **GOVERNANCE PROCESSES**

<b>Policy Title</b>	<b>Policy Number</b>
<b>Council Roles and Responsibilities</b>	GP-4
	<b>Date of Approval</b>
	July 16, 2014
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	July 16, 2014   September 14, 2016   September 20, 2019   April 23, 2022   June 18, 2025
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The Council of the College of Medical Laboratory Technologists of Manitoba is accountable to the Minister of Health, the public, the CMLTM membership, and stakeholders. The Council will account to CMLTM members, and the public through annual reports, access to minutes of Council meetings (except those deemed sensitive), and generally operating in an open and transparent manner.

Specifically, the Council is responsible for:

1. Upholding current legislation for the protection of the public;
2. Providing strategic leadership to and defining the strategic direction of the College;
3. Hiring the Registrar/CEO, establishing policies and procedures for delegation or authority to the Registrar/CEO, and supporting the Registrar/CEO in meeting the mandate of the College;
4. Evaluating the performance of the Registrar/CEO;
5. Developing governing policies that address:
  - The Strategic Plan – outlines what the College hopes to achieve as articulated through the vision, mission, values, and objectives.
  - Governance Processes – defines how the Council prudently and ethically organizes, manages, and evaluates its operations, and how it relates to the public, members, and key stakeholders.
  - Council-Registrar/CEO Relationship – defines the nature of the delegation of authority to the Registrar/CEO, the evaluation of performance of the Registrar/CEO, and how the Registrar/CEO is held accountable for results.
  - Executive Limitations – defines the limitations to the way in which the Registrar/CEO works to achieve the strategic direction of the Council;
6. Seeking and securing sufficient resources for the College to finance its operations adequately;
7. Developing guidelines within which management may negotiate pay and benefit agreements with staff;
8. Ensuring that the College conducts its operations within the by-laws of the College and legal requirements;
9. Approving the financial statements of the College;
10. Ensuring an annual independent audit;
11. Ensuring an effective nomination process for recruitment of new Council members;

12. The oversight and support of all committees;

### **Council Member Competencies**

#### Knowledge

- Familiarity with CMLTM's mission, vision, values, and goals (including strategic plan)
- Understanding the Council's role in proper stewardship of CMLTM
- Understanding CMLTM governance (the role of a policy making board) and the difference between governance and operations
- Knowledge and experience in the regulation of professions
- Knowledge of governance issues, membership organizations, and how they differ from those of regulatory bodies
- Knowledge of CMLTM's roles, responsibilities, and mandate
- Knowledge of the legislation that governs CMLTM

#### Skills

##### *Strategic Thinking*

- Ability to operate on a strategic level rather than a tactical level
- Ability to be goal and future oriented
- Ability to think critically, ask questions, and challenge unsubstantiated opinions
- Ability to understand issues from different perspectives
- Ability to understand and process information effectively and efficiently

##### *Communication*

- Ability to articulate ideas, opinions, rationales, and comments in a clear, concise, and logical manner
- Ability to interact with other Council members in a group setting, both contributing to discussions, and valuing the contributions of all members
- Ability to effectively communicate with a culturally diverse team of Council members and staff
- Ability to achieve practical consensus in group discussions

##### *Decision Making*

- Ability to use logic and reasoning to identify issues as well as the strength and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to make informed decisions efficiently and take action when needed
- Ability to participate in the execution of the strategic plan, portions of which may be assigned to Council members

##### *Analytical Skills*

- Ability to understand and analyze financial reports

- Ability to review and analyze proposed budgets in light of CMLTM mandate, legislated responsibilities, resources, strategic goals, and priorities
- Ability to analyze reports on a variety of topics from staff, committees, working groups, government agencies, and other entities, and to comment on drafts and other documents, as required