

CEO & Registrar – Search Committee Terms of Reference

PURPOSE	<p>The purpose of the Search Committee is to undertake a search for a Chief Executive Officer & Registrar on behalf of the CPATA Board and identify a candidate for consideration by the Board.</p> <p>The Search Committee will engage the services of an Executive Search Firm to undertake the nation-wide search over the coming months.</p>
SCOPE	<p>The Committee shall:</p> <ol style="list-style-type: none">Working with the Search Consultant, define the search parameters, stakeholders and search approach;Conduct interviews with identified candidates;Receive and review the results of candidate references and test results to assess suitability;Negotiate the compensation package on behalf of the Board;Make recommendations to the Board regarding the appointment of a CEO & Registrar.
COMPOSITION	<p>The Committee will be comprised of five members of the Board:</p> <ul style="list-style-type: none">Tom Conway, Chair of the Board and Chair of the Search CommitteeRuth McHugh, Vice-Chair of the BoardJeff Astle, Board DirectorLeonora Hoicka, Board DirectorAndrew Currier, Board Director <p><i>Darrel Pink, CEO & Registrar, will be called on to provide support to the Committee on an as needed basis</i></p>
PROCESS	<p>Working with the Search Consultant, the Committee will establish a timeline, identify stakeholders and determine a process to be followed for the search. Board members, key staff and identified stakeholders will be consulted to develop the position profile/brief outlining the desired attributes and competencies for the role. The Committee will communicate its progress regularly to the Board. The Search Committee will recommend to the Board the candidate identified through the search.</p> <p>The Board will meet the recommended candidate before ratifying the Committee's recommendation. Additionally, the recommended candidate will meet with key staff members. The search process will end with the Board's appointment of a new CEO & Registrar.</p>
TIMING	<p>The search and selection is anticipated to take four to five months. Anticipating the chosen candidate will be required to provide notice to a</p>

current employer, the target start date for the new CEO & Registrar is December 2022.

QUORUM	A quorum for a Committee meeting shall consist of three members with the one exception that quorum for the Committee meeting to decide on a final candidate to recommend to the Board is of 100% of the voting members.
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DECISION MAKING	The Committee shall strive to make decisions by consensus, including the decision regarding which candidate to recommend to Board. If required, the Chair may call for a vote. Each member of the Committee, including the Chair will be entitled to one vote. The Chair, at their discretion, may call a full meeting of the Board to discuss any material issue that requires input and direction from the Board.
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MEETINGS	The Chair, in consultation with the Committee and on the advice of the executive search firm, shall determine the frequency and form of the meetings.
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REPORTING	The Committee shall report, through the Chair, to the Board. The Chair shall provide regular written updates to the Board over the course of the search, and, when appropriate, inform the Board of any material risks, challenges, or issues that the Board should be made aware of.
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SUNSET	The Committee will be dissolved upon the Board's appointment of a CEO & Registrar.
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INDIVIDUAL ROLE AND RESPONSIBILITIES	<p>Each Committee member shall:</p> <ul style="list-style-type: none">• Fully engage in respectful, open, thoughtful discussion, ensuring breadth of opinion and thought and bring their career and personal experience to the candidate evaluation process.• Demonstrate the principles of equity, diversity and inclusion and be willing and prepared to acknowledge and address their biases in an open and transparent manner with the Committee.• Commit to attending all scheduled Committee meetings and interviews with candidates and to remain on the Committee until its work is fully completed.• Respect the process and maintain focus on the goal of the Committee.• Declare any real, perceived, or potential conflicts.• Represent the best interests of CPATA.
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CONFIDENTIALITY AND CONFLICTS OF INTEREST	In accordance with CPATA's Director's Code of Conduct, the Committee will carry out the search in a confidential and highly professional manner. Information regarding applicants, potential applicants and interviews remains confidential (in perpetuity) to the Committee and others as
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determined appropriate by the Committee. Committee members will alert the Chair of a breach or if any real or perceived conflict of interest arises during the search process. The Chair and the Committee will then discuss the breach or conflict and agree on a plan to manage it. If a breach occurred or a conflict exists, the Chair can ask the Committee member to recuse themselves from a meeting or meetings or from participation on the Committee if the Committee agrees that the breach or conflict cannot be managed without compromising the integrity of the process. If a member is removed because of a breach of confidentiality or a conflict of interest, the Chair with the Committee's agreement can appoint a replacement member to the Committee.