



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

# POLICY

POLICY	The Role of Chief Executive Officer, CG-7
NUMBER OF POLICY	CO-24-90
DATE OF POLICY	September 20, 2024
APPROVED BY	Board

## 1.0 Areas of Authority

- 1.1. The Chief Executive Officer (“CEO”), (also referred to as the Executive Director) under the authority of the Board, serves as the single official link to the operating organization.
- 1.2. Under the authority of the Board the CEO assumes responsibility and overall accountability for the implementation and administration of the Professional Governance Act as it relates to Engineers and Geoscientists BC and implementation of the Strategic Plan and the Board work plan.
- 1.3. The CEO directs the implementation of Engineers and Geoscientists BC’s programs and services, directs the affairs of Engineers and Geoscientists BC so that budget and sustainable financial management plans are adhered to, and is responsible for the management of all staff members and volunteers.

## 2.0 Summary of Functions & Responsibilities

- 2.1. The CEO’s responsibilities include:

### **Relationship Building**

- 2.1.1 Builds/maintains key government relationships and ensures that an active government relations strategy, approved by the Board, is in place at the technical, executive, and political level; provides active engagement of the registrants in formulating guidance, policy and regulatory advice in areas related to public safety, health, and environment with respect to the practice of the professions; builds strong working relationships with all levels of government and enlists support for accomplishing tasks.

- 2.1.2 Ensure Engineers and Geoscientists BC's vision, goals and duties are current, publically available and easily understood; develops community awareness of the organization's mission, accomplishments and objectives; participates in networking and community relations activities on behalf of the organization, and seeks opportunities to advance public confidence in and appreciation of the professions. Acts as the primary public representative of the organization including as the official media spokesperson.
- 2.1.3 Builds/maintains relationships and networks amongst key stakeholders to foster/influence good working relationships and environments for advancing Engineers and Geoscientists BC's business. Examples include Engineers Canada, Geoscientists Canada, Association of Consulting Engineering Companies BC (ACEC-BC), Applied Science Technologists and Technicians of BC (ASTTBC), Association of BC Forest Professionals (ABCFP), Architectural Institute of BC (AIBC), BC Institute of Agrologists (BCIA), The College of Applied Biology (CAB-BC) and others.

### **Regulatory Oversight**

- 2.1.4 Facilitates the research, planning, development, implementation, and evaluation of initiatives aimed at enhancing the effectiveness of public interest protection; ensures programs and services meet the policy guidance of the Board and all legal and fiduciary responsibilities; recommends specific goals, objectives, and outcomes for the Board's consideration; identifies the required resources to achieve goals.
- 2.1.5 Ensures that the duties of the role of Registrar are carried out as set out in the Professional Governance Act and the Engineers and Geoscientists BC bylaws and provides the Board with a report confirming the performance of the Registrar annually or more frequently, as needed; ensures that all development, implementation and execution of policies and procedures necessary to carry out the Registrar's statutory duties are conducted.
- 2.1.6 Carries out any duties of the Chief Executive Officer (also referred to as the Executive Director) as set out in the Professional Governance Act and the Engineers and Geoscientists BC bylaws.

### **Strategy & Development**

- 2.1.7 Conducts internal and external environmental scans to identify emerging and strategic issues that may affect Engineers and Geoscientists BC operations, sustainability, or its relationships with key stakeholders.
- 2.1.8 Ensures both risks and opportunities are evaluated in the development of strategies for the Board's consideration; assesses potential threats to the public confidence in Engineers and Geoscientists BC, risks to the long-term financial viability of the organization, and the ability to deliver on core programming; maintains the necessary support system to provide crises management capacity for the organization.

## **Administration, Operations, Talent Management**

- 2.1.9 Builds an engaged workforce and positive and inspiring workplace environment. Provides inspirational leadership and ensures an effective, motivated, and creative management and support team. Has overall accountability for managing all members of staff with accountability for hiring, training, and coaching; conducting all aspects of performance management including any required disciplinary action as well as making recommendations for training and development
- 2.1.10 Organizes and attends all Board, Human Resources Oversight Sub-Committee, and Governance Sub-Committee meetings to conduct the business of the organization; acts as an advisor to the Board and the Board's Sub-Committees; provides regular reports to the Board on behalf of the Leadership Team on organizational activities relevant to the policy agenda of the Board.
- 2.1.11 Interprets Board decisions and policies to staff; supports an environment and culture that enables all to grow and prosper in the workplace; directs and maintains a strong, cohesive Leadership Team; provides coaching, mentoring, and leadership and maintains an active succession plan for leaders.

## **Financial Management**

- 2.1.12 Implements the Board's policy on sustainable financial management and ensures the financial sustainability of Engineers and Geoscientists BC; maintains sound accounting procedures that facilitate regular audits and transaction tracking; ensures all financial reporting requirements are met; provides the Board with regular statements of revenues, expenditures, and its financial position; administers the funds of the organization according to the approved budget; facilitates the work of the Finance, Audit and Risk Sub-Committee.

## REVIEW DATES

September 20, 2024 (CO-24-90) – Amended by Board

September 9, 2022 (CO-22-88) – Amended by Council

April 23, 2021 (CO-21-64) – Approved by Council