

Delegation to the Executive Director/ Registrar Policy

1. Introduction

The College of Acupuncturists of Alberta (the College) is governed by a Council, which sets the strategic direction of the College in the achievement of its vision, mission, and mandate, and oversees the operation through the Executive Director/Registrar.

The Council assumes its roles and responsibilities within the context of a governance model of decision making and accountability that clearly defines roles of the Council and the management of the College's corporate organization by the Executive Director/Registrar.

2. Purpose

This policy establishes a clear distinction between the authority that the Council delegates to the Executive Director/Registrar and the authority that the Council has retained. The delegation provides the Executive Director/Registrar with authority and responsibility to conduct corporate operations and carry out programs that align with the approved strategic and business plans of the College.

3. Definitions

Mandate: means the College mandate set out in the *Health Professions Act* (Act).

4. Policy

Responsibilities Delegated to the Executive Director/Registrar

- 4.1 The Council delegates to the Executive Director/Registrar of the College the responsibility:
 - 4.1.1 for the corporate organization, including direction to the College and the day-to-day operations of the College;
 - 4.1.2 to carry out the strategic and business plans of the College;
 - 4.1.3 to establish fees pursuant to the Act for College miscellaneous material, information, education programs, services administrative fees and for reviews under sections 31, 41, and 68 of the Act and appeals under section 87 of the Act; and

- 4.1.4 to establish policies and procedures for management and operation of the College as follows:
 - 4.1.4.1 policies governing the practices and procedures applicable to Professional Conduct made to the College under Part 4 of the Act;
 - 4.1.4.2 corporate operation policies; and
 - 4.1.4.3 regulatory program policies.
- 4.2 The Executive Director/Registrar may delegate any of the Executive Director/Registrar's responsibilities as the Executive Director/Registrar considers appropriate and may prescribe conditions governing the exercise or performance of any delegated responsibilities, including the power of sub-delegation.
- 4.3 The Council holds the Executive Director/Registrar accountable for the authority that has been delegated.

Responsibilities Retained by the Council

- 4.4 For the purpose of clarity, the Council retains its accountability to the Minister for achieving its mandate, responsibility, and accountability for fulfilling the following duties as specified in the College bylaws:
 - 4.4.1 Responsible for oversight of the College in carrying out its mandate under the Act.
 - 4.4.2 Ensure the College implements good governance and accountability practices.
 - 4.4.3 Responsible for overseeing the development of a vision, mission, values, and strategic plan for the College.
 - 4.4.4 Establish in policy the matrices for detailing the composition, required skills, and experience for members of the Council and all regulatory committees.
 - 4.4.5 Recommend schedule fees to the Minister of Health, as appropriate, pursuant to the Act.
 - 4.4.6 Establish fees pursuant to the Act except for those fees that have been delegated to the Executive Director/Registrar in section 4.1.3.
 - 4.4.7 Review and approve the operating programs of the College.
 - 4.4.8 Consider and approve the annual operating and capital budgets, annual business plan, and annual report of the College.
 - 4.4.9 Pass resolutions for the conduct of the business and affairs of the College.
 - 4.4.10 Ensure the College's goals are in alignment with those of the Government of Alberta.
 - 4.4.11 Select, appoint, establish performance objectives for, and monitor the performance of the Executive Director/Registrar of the College and determine the salary and benefits to be paid to the Executive Director/Registrar.
 - 4.4.12 Exercise such duties and powers as may be in the best interest of the College and that the law may allow.

4.4.13 Establish standing committees of the Council and delegate powers and duties to these committees.

4.4.14 Establish and revise corporate governance policies, procedures, and processes.

5. Authority

This policy is established under the authority of Section (6) of the Act and Article 15 of the College bylaws.

6. Scope

This policy applies to all members of the College: the Council, and the Executive Director/Registrar.

7. Related Policies and Procedures

None

8. Version History

Date	Notes
August 13, 2022	New policy
April 3, 2024	Update delegation of fees to align with Bylaw changes