ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Board Policy

POLICY CATEGORY:	**Organizational Performance: Resource Management**
POLICY FOCUS:	**3.5 Chief Executive Officer Selection, Authority, Monitoring and Reporting**
DATE OF POLICY:	**September 2026**

Chief Executive Officer Recruitment, Selection, and Termination

Policy Statement

3.5.1 The Board adheres to fair and equitable employment standards and practices. The Chief Executive Officer & Registrar ("CEO") is the only staff person who is selected by, appointed by, and reports to the Board. It is essential that the Board employ and compensate accordingly an individual in whom they have the utmost confidence and trust.

Accordingly, in recruiting a new CEO, the Board will:

3.5.2 Delegate to the Human Resources Advisory Group, for Board discussion and approval, the process that will be used to recruit, screen, interview, select, and engage an individual among qualified candidates. The recruitment, preliminary screening, and interview process of short-listed candidates who most closely satisfy the Board's requirements, may be handled by a task force of the Board. Such a task force must have at least two Registrant Board Members and two Lay Board Members. The task force will be advised by senior staff representation for operational context.

3.5.3 Interview the final candidates.

3.5.4 Select the final candidate to whom an offer of employment will be made.

3.5.5 Provide direction and delegate to the Board Chair, with support from the Chief Administrative Officer, establishing and negotiating a compensation and benefits package for the CEO that: (1) enables it to attract and engage a senior executive with the qualifications, experience and competence required for the position; (2) is competitive for similar positions in comparable circumstances; (3) clearly establishes the process and criteria for increases, if any, during the period of the CEO's contract; (4) is in compliance with policy 3.1; and, (5) satisfies any applicable government guidelines, regulations, and legislation.

3.5.6 A decision to alter the CEO's employment arrangements will be made by the whole Board.

3.5.7 A decision to end, renew, or extend the CEO's employment will be made by the Board as a whole and not by an individual, advisory or task group acting on behalf of the Board.

Authorities and Responsibilities of the Chief Executive Officer

Policy Statement

3.5.8 The tasks of implementation and operational policy development, based on Board policies, are the responsibilities of the CEO as the Board's single official link to the operating organization. The CEO has responsibility and authority in relation to all administrative and operational matters of the AIBC, and is accountable for all organizational performance and exercises all authority transmitted into the organization by the Board.

Consequently:

3.5.9 The Board will make policies in consultation with the CEO regarding finances.

3.5.10 The Board delegates to the CEO authority on all operational decisions

3.5.11 The CEO will implement the policies of the Board in compliance with legislation and Bylaws.

3.5.12 The CEO has complete authority to employ, compensate, direct, supervise, evaluate, and terminate staff. (See policy 3.1)

3.5.13 Results to be achieved by the CEO are set out in the Board's policies, vision and strategic plan, and other outcomes or goals determined by the Board from time to time.

3.5.14 The parameters that guide the actions and behaviors of the CEO are specified within Board policies.

3.5.15 The Board is obligated to respect and support the CEO's decisions and choices in operational matters unless in the Board's view those decisions are in violation of established Board Policies or decisions.

3.5.16 Authority over the CEO is held by the whole Board, not its individual Board Members, advisory groups or Board officers.

3.5.17 Individual Board Members or officers may request information or assistance from the CEO but the CEO may exercise discretion if in the CEO's judgment the request is disruptive, requires staff time or resources not allocated for these requests, or requires a decision by the Board.

3.5.18 Although the CEO may request the advice or perspective of the Board or a Board Member on an operational matter, the CEO is not obligated to follow the given advice, nor expected or obligated to treat the advice as the wishes or decision of the Board, unless otherwise specified by the Board.

Reporting of the Chief Executive Officer to the Board

Policy Statements

3.5.19 With respect to providing information and counsel to the Board, the CEO will not permit the Board to be uninformed on significant matters related to the Board's governing role in the public interest.

3.5.20 Clear lines of communication and reporting are essential for a smooth flow of information and feedback between the CEO and the Board.

Accordingly, the Chief Executive Officer will:

3.5.21 Ensure that staff report to the Board on matters of significance to the Board through the CEO.

3.5.22 Make every effort to ensure that the Board is well informed on matters that materially or reputationally affect the functioning of the AIBC and/or the assumptions on which the Board is operating.

3.5.23 Ensure that the Board is aware of relevant trends, anticipated media coverage, material external and internal changes, particularly those upon which any Board Policy has previously been based.

3.5.24 Submit monitoring data specified by the Board in an accurate and timely fashion. This includes reports and recommendations from task forces and Committees, and submitting these to the Board as appropriate.

3.5.25 Except for fulfilling reasonable individual requests for information, address the Board as a whole.

3.5.26 Submit to the Board information and advice that:

(a) Is objective and timely;

(b) Has no significant gaps in completeness and accuracy; and

(c) In matters of material importance, reflects the opinions of internal and external parties that become known to the CEO, in order that the Board may make informed choices.

3.5.27 Respond, in a timely fashion to the best of their ability, to requests for information from the Board as a whole.

3.5.28 Normally contact the Board Chair to request a meeting of the Board, but the CEO can make the request of any Board Member.

3.5.29 Report actual or anticipated non-compliance with any Board Policy.

Monitoring and Chief Executive Officer Performance Review

Policy Statements

3.5.30 It is necessary for the Board to monitor and evaluate CEO performance. Any Board evaluation of the CEO performance, formal or informal, may be derived only from monitoring data consistent with organizational performance as a total.

3.5.31 The purpose of monitoring is to determine the degree to which Board Policies are being fulfilled.

Accordingly, the Board will:

3.5.32 Conduct a Human Resources Advisory Group led CEO performance review annually that includes timeframe and criteria, and make, or not make, appropriate adjustments to their compensation based on the outcome of the review. A review of the CEO position criteria and qualifications may form part of the annual performance review process to ensure currency with the authority granted to the CEO & Registrar in the *Professional Governance Act* and the AIBC Bylaws, along with the internal competency framework.

3.5.33 Establish and follow a process and schedule for policy compliance monitoring on a regular basis throughout each year.

3.5.34 Monitor policy compliance in one or more of three ways:

3.5.34.1 Internal report: disclosure of compliance information to the Board from the CEO.

3.5.34.2 External report: discovery of compliance information by an impartial, external source such as an auditor, who is selected by and reports directly to the Board.

3.5.34.3 Direct Board inspection: this is a Board inspection of documents, activities or circumstances, directed by the Board, which meets a "prudent person" test of policy compliance.

Emergency Executive Replacement

Policy Statement

3.5.35 The Board will ensure a short-term emergency executive replacement plan is in place for its CEO.

Accordingly,

3.5.36 The CEO will ensure that at least one other executive staff member is fully conversant with AIBC Board policies, governance, and operational issues.

3.5.37 Should the CEO be unable or unwilling to perform their duties, the Board shall install the identified executive staff person (cf. 3.5.36, above) in the role of Acting CEO & Registrar until, either:

3.5.37.1 The CEO is able to resume their duties; or

3.5.37.2 The Board appoints a successor according to the process described in this policy.

3.5.38 Should the CEO be unable to perform their duties as a result of a natural disaster or other emergency situation that requires activation of the AIBC Emergency Response Plan, the delegation of authority identified in the Plan will be followed.

Revision and Approval Log

June 11, 2024	Approved by AIBC Board
September 8, 2026	Approved by AIBC Board