

# COLLEGE OF DIETITIANS OF ALBERTA EXECUTIVE DIRECTOR/REGISTRAR

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COLLEGE OF DIETITIANS  
OF ALBERTA

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For more information, please contact:

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Recruiting Leaders

**Executive Director & Registrar**  
**COLLEGE OF DIETITIANS OF ALBERTA**

▼ **COMPANY OVERVIEW**

The College of Dietitians of Alberta (CDA) is the regulatory body for the profession of dietetics in Alberta. Established under the Health Professions Act in 2002, the College regulates the practice of dietetics in the public interest by ensuring that regulated members have the proper education and training to provide professional, competent, and ethical services. They are committed to the safety and protection of the public.

The College regulates the practice of around 1,400 Registered Dietitians and Registered Nutritionists in Alberta who work in various settings throughout the province.

For more information on the CDA please visit [collegeofdietitians.ab.ca](http://collegeofdietitians.ab.ca)

▼ **THE ROLE**

The Executive Director/Registrar (ED/R) is accountable to the Council and is responsible for ensuring compliance with the Health Professions Act and the administrative activities of the College. Leading a small but mighty team, the ED/R works in compliance with related Acts, Regulations, Bylaws and the Governing Policies established by the Council of the College. The Registrar is an ex-officio member of Council and reports directly to the Council. The Registrar is also the Complaints Director and Information Officer of the College and may assume other statutory roles as designated by the Council.

The position is based in the Edmonton head office.

▼ **Key Responsibilities and Duties**

*Regulatory Affairs*

- ▼ Develop, implement, and monitor programs, policies, and procedures to ensure compliance with the Health Professions Act, Regulations, and Bylaws.
- ▼ Demonstrate a commitment to ensure the College functions in accordance with applicable legislation (HPA).
- ▼ Recommend changes to legislation, regulation, and bylaws to Council.
- ▼ Lead the modernization of regulatory processes, ensuring evidence-informed, transparent, and fair practices.
- ▼ Oversee registration, complaints, discipline, continuing competence, and privacy functions in line with statutory requirements.

- ▼ Liaise with legal counsel regarding professional conduct and other legal matters.
- ▼ Ensure adherence to privacy legislation (FOIP, HIA, PIPA) as applicable in regulatory operations.

#### *Strategic Leadership*

- ▼ Collaborate with Council to set long-term goals, organizational values and create strategic plans.
- ▼ Establish, implement and oversee operational plans based on the strategic direction and ensure effective, efficient and sustainable use of resources.
- ▼ Identify emerging trends and issues that may affect the profession or regulation of dietetics.
- ▼ Provide strategic guidance and planning expertise to support CDA's regulatory role in a changing health system.
- ▼ Participate in interprovincial and national regulatory initiatives to harmonize standards and improve regulatory effectiveness.
- ▼ Align organizational strategies with principles of public protection, equity, diversity, and cultural safety.

#### *Organizational Leadership*

- ▼ Provide overall leadership and direction to College staff.
- ▼ Recruit, evaluate and support staff performance and development.
- ▼ Develop and execute HR policies, procedures, and position descriptions.
- ▼ Establish orientation, training, and development programs for staff, Council, and committees.
- ▼ Build a positive workplace culture aligned with College values, fostering collaboration, learning, and accountability.
- ▼ Lead change management efforts in response to new legislation, workforce trends, or system priorities.

#### *Operations & Administration*

- ▼ Ensure the efficient and effective operation of the College within resources approved by Council.
- ▼ Manage contracts, leases, insurance, and physical office operations.
- ▼ Ensure information security, privacy and risk mitigation related to records, systems, and assets.
- ▼ Act as the primary signing authority for the College.

- ▼ Prepare all College communications and ensure clarity, accessibility, and transparency in messaging.
- ▼ Implement administrative systems to support consistent service delivery and continuous improvement.

#### *Stakeholder & Government Relations*

- ▼ Represent the College to Government, other professions, dietetic regulators, educators, external groups and the public in a professional, collaborative manner using effective communication techniques.
- ▼ Build and maintain collaborative relationships with other health profession regulators.
- ▼ Act as an ambassador for the College and promote awareness of its mandate, role, and initiatives.
- ▼ Advocate for sound public policy that supports safe, effective, and ethical dietetic practice.
- ▼ Prepare the College's annual report and external-facing communications.

#### *Governance & Council Support*

- ▼ Support Council governance processes, including the development of governing policies, risk registry and reports for Council.
- ▼ Identify and support leadership development opportunities for Council.
- ▼ Provide governance and regulatory recommendations to support Council in fulfilling its responsibilities.
- ▼ Ensure Council members have the information they need to meet their legal and fiduciary obligation.

#### *Finance & Risk Management*

- ▼ Manage all financial functions, including payroll, banking, government remittances, investments, and reconciliations.
- ▼ Work with the external audit firm to prepare the annual financial audit.
- ▼ Develop the annual and multi-year budgets aligned to strategic priorities and risk mitigation plans.
- ▼ Monitor the financial performance and advise Council of significant variances or risks.
- ▼ Ensure resources are used responsibly and sustainably to support long-term organizational success.

## Conduct

- ▼ As Complaints Director, oversee complaint process as per the Health Professions Act.

## ▼ THE CANDIDATE

### Education

- ▼ Post-secondary education in Business, Public or Health Administration.
- ▼ CAE Designation considered an asset.

### Core Competencies

- ▼ Experience working in a senior role of a regulatory organization, preferably under the HPA.
- ▼ Understanding of governance, Council/Registrar relations, regulatory frameworks, and working with a member and/or multiple Interest Holder organization.
- ▼ Understanding of the primary role and function of a HPA regulatory college.

### Other Competencies

- ▼ Experience in Accounting & Finance, Governance, Risk Management, Legal, Human Resources, Organizational Growth, Quality Assurance, Communications, Government Relations, Public Relations, and Technology.
- ▼ An understanding of the role government plays as a key Interest Holder.
- ▼ Proven ability to drive improvements, organize, and act as a senior leader coupled with an established reputation for delivering results.
- ▼ A focus on adding and creating value; a leader with proven ability to work with and influence groups and associations toward achievement of a common goal.
- ▼ Demonstrated effectiveness in the development and implementation of an integrated approach to strategic planning, performance measurement and management, business planning, and budgeting.

### Personal Characteristics

- ▼ Strong interpersonal, relationship-building and communication skills with a proven ability to listen attentively and actively, as well as effectively influencing others, with the ability to discuss and reach an agreement on issues in an objective, logical and sensible manner.
- ▼ A passionate role model and advocate who works to engage the team, harnessing their passion and commitment to the mission, vision, and values of the organization.
- ▼ Ability to proactively identify and analyze complex situations/issues and apply or recommend sound solutions that are based on impartiality, experience, research and understanding of the organizational goals, priorities, and the legislative framework.

- ▼ Ability to regularly engage and collaborate with Interest Holders to facilitate open and thought-provoking discussions to address current and future needs of the College.
- ▼ Visionary leader that develops and fosters a community of collaboration and teamwork promoting innovation and continuous improvement.
- ▼ Adaptive to change and able to manage change effectively and proactively.
- ▼ Ability to handle confidential information with a high degree of diplomacy, ethics, and professionalism.
- ▼ Being able to see the bigger picture/themes with ability to address these/make linkages.
- ▼ Ability to work in a team environment or independently.
- ▼ Demonstrated ability to prioritize and manage time effectively, working well and under pressure while meeting deadlines.
- ▼ Ability to read, research, create, interpret, and explain policies, directives, procedures, bylaws, meeting minutes, software manuals, and relevant work-related legislation.
- ▼ Proficiency with Microsoft Office Suite of office products.

***We understand and appreciate our clients' ever-increasing desire for candidates to reflect the communities in which they work and live. The Vogel Group is committed to inclusivity and diversity as we search for outstanding leadership talent for our clients.***

***We encourage candidates of all ethnicities, cultural backgrounds, physical challenges, sexual orientations, and identifications to feel confident in exploring and declaring candidacy for any of our search assignments.***

▼ **For more information or to apply, please contact:**

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**The Vogel Group** is a leadership search firm with offices in Alberta and Ontario conducting national searches for a wide range of clients. We work with like-minded organizations that value a partnership based on integrity, authenticity and an unwavering commitment to excellence.