



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	REGISTRAR DUTIES AND RESPONSIBILITIES	2.7.5
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DATE APPROVED: January 24, 2010

SIGNED: Frankie Victor (Secretary)

Policy:

The Registrar carries out the duties imposed on the Registrar by the BOABC Act and any other duties assigned by the Executive Committee.

Application

The Registrar position is not part of the composition of the Executive Committee, BOABC Bylaw 10. However, as the governing body of the Association, the Executive Committee shall either appoint a person to the position of Registrar, or add the duties of Registrar to the duties of any Officer, or of any official employed by the Association, Bylaw 17.8. Duties of Officers and Directors.

The Registrar has overall responsibility for document and information management for Designations. Title usage and certification marks within the Certification Programs and maintains records of persons who have applied for and/or achieved Designations, Title usage and/or Levels of certification(s) under the BOABC Bylaws, Certification Program and the National Certification [ACBOA] programs.

The Registrar maintains and coordinates clerical and educational records for all individuals who have applied for and/or achieved certification within the Certification Program, including the application for certification and supporting materials, continuing professional development records [CPD], personnel reports and records of disciplinary proceedings, appeals and complaints. These administrative responsibilities may be delegated to a BOABC staff person.

The Registrar maintains the records by checking for completion and accuracy and ensures all information is entered into the BOABC information management electronic database records. These responsibilities may be delegated to a BOABC staff person.

The Registrar shall maintain a database of information on individuals who are within the BOABC Certification and the National Certification Program [ACBOA] to support verification requirements. These administrative responsibilities may be delegated to a BOABC staff person.

The Registrar shall undertake to abide by the Code of Ethics, Professional Conduct and Rules of Professional Conduct by signing the Notice of Compliance each year.

Tasks

Common work activities which also may be delegated to a BOABC staff person, include:

- Providing information forms for new applicants for Certification and Title usage.
- Checking the accuracy and completeness of the forms, checking for errors or omissions and contacting applicants or employers for clarification.
- Entering all data into the computer database information management system developed to track individuals at all stages of Certification throughout their tenure.
- Updating and correcting information in the database for each individual as required.
- Tracking attendance at BOABC meetings and educational seminars; and the completion of BOABC examinations for Continuing Professional Development Program maintenance requirements.
- Providing necessary information on individuals at all stages of Certification to the Executive Committee, as required.
- Confirm and document the status of individuals within the Certification Program.
- Notifying persons, who wish to apply for, maintain and/or have been granted, through a Title use Agreement, a Designation (including RBO and BCQ), if they no longer be in good standing, and how this may be remedied.
- Enforcing against unauthorized use of Designations and title usage (including the RBO and BCQ) and against unauthorized use of trademarks and certification marks.

The Registrar shall be entitled to release information on individuals within the Certification Program only when approved in writing by said individual, or on direction of a court or regulatory body of competent jurisdiction, for example, releasing to ACBOA information of a member for national certification application in the ACBOA National Certification program for Building Officials.