

Engineering Associates Registration Board

Registrar of Board

Job Description – Responsibilities & Duties

The Board is established under the Engineering Associates Act 1961, and the Board is empowered to appoint a Registrar under Section 7 of The Act.

- 1 The responsibility of the Registrar as described includes:
 - **Accountability:** The Registrar will report directly to the Board through the Staff Committee
 - **Communication:** The Registrar will ensure effective communication with:
 - The Chair of the Board
 - Board Members
 - Nominating Associations
 - The Government Department responsible for the Engineering Associates Act currently the Ministry of Business, Innovation and Employment
 - Individual Registered Engineering Associates
 - Applicants and prospective applicants for registration

This description emphasizes the importance of the Registrar's role in maintaining strong and clear lines of communication with various stakeholders.

- 2 The **Staff Committee** of the Board will assist the Registrar by providing:
 - Support
 - Advice
 - Training (as needed)
 - **Performance and Remuneration:**
 - The Staff Committee will conduct performance appraisals.
 - They will review the Registrar's remuneration and submit recommendations to the Board.

The Registrar is encouraged to raise any matters related to their employment with the Staff Committee at any time.

This outlines the structured support system in place for the Registrar, ensuring their duties are well-supported and performance regularly reviewed.

- 3 The Registrar's duties related to maintaining the Register of Engineering Associates include:
 - **Supervising the Annual Renewal Process:**
 - Oversee the renewal process for Registered Engineering Associates
 - Maintain and update records for registrations, retirements, resignations, removals and restorations
 - **Processing Applications:**
 - Handle applications for new registrations
 - Prepare evaluations and submit recommendations to the Board for approval.
 - **Managing Reviews and Audits:**
 - Administer any necessary reviews or audit processes related to the Register and its records

This description highlights the Registrar's key responsibilities in managing the Register efficiently and ensuring that all processes related to registration are properly supervised and documented.

- 4 The Registrar's responsibilities for financial management on behalf of the Board include:
 - **Day-to-Day Financial Administration:**
 - Oversee the daily management of the Board's financial activities

- **Financial Reporting:**
 - Provide regular financial statements to the Board, ensuring transparency and up-to-date financial information
- **Investment Management:**
 - Manage the Board's investments, following the Board's directives
- **Annual Accounts Preparation:**
 - With the Board's accountant prepare the Board's annual financial accounts and submit them for audit by Audit New Zealand
- **Budgeting and Monitoring:**
 - Develop budgets outlining expected income and expenditure
 - Ensure compliance with the approved budget by monitoring financial activities

These duties emphasize the Registrar's role in ensuring the financial health and compliance of the Board.

5 The Registrar's role as secretary to the Board and additional administrative duties include:

- **Secretary to the Board:**
 - Serve as the secretary during Board meetings including recording meeting minutes for distribution.
 - Distribution of Agenda, Minutes and Applicant Summaries at least 1 week prior to Board Meetings.
 - Coordinating meetings including booking location and arranging catering.
 - Administering Board Expense claims and arranging reimbursement.
- **Office Administration:**
 - Oversee the administration of the office
 - Maintain the desk file detailing office procedures
 - Act as the Board's Health and Safety officer
- **Information Technology Systems Management:**
 - Administer and manage the Board's information technology systems and installations.
- **Representation of the Board:**
 - Represent the Board in external forums, as approved by the Board.
- **Staff Management:**
 - Act as the controlling officer for any staff employed by the Board.

These duties highlight the Registrar's comprehensive administrative and managerial responsibilities, from secretarial duties to representing and managing the office.