
Registrar's Code of Conduct

Date created: September 17, 2004

Date approved: October 31, 2004

Date last reviewed: November 3, 2007

Category: Board

File code: Bd09/Policies/Bd13Reg's Code of Conduct - final Mar 5 10

Authority:

Health Professions Act, section 21.

Background:

The Board appoints a Registrar who holds office at the direction of the Board. The Registrar is expected to perform competently and demonstrate a high standard of conduct.

Policy:

The Registrar must:

1. Read and sign this Code of Conduct within 5 working days of assuming the Registrar position. The original is maintained on file in the College office and copies are returned to the Board Chair and Registrar.
2. Comply with the law.
 - comply with the letter and spirit of the *Health Professions Act*, Dietitians Regulation and College bylaws, and with legislation pertinent to the College's function, such as the *Employment Standards Act*, Human Rights Code, *Freedom of Information and Protection of Privacy Act* (FOIPPA), and *Personal Information Privacy Electronic Documents Act* (PIPEDA).
 - act in an ethical and legal manner at all times.
 - avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance and if such a situation should arise, delegate responsibility for this matter to the Board Chair or other delegate.
 - report any non-compliance with the legislation and policies to the Board.
3. Fully disclose any circumstance that is a real or perceived conflict of interest including situations that could benefit personal finances, business dealings, family, friends or organizations with which he/she is associated.
 - declare any potential conflict of interest to the Board or Committee Chair, outline the conflict, and abide by any decision of the Board or Committee on the matter.
 - refrain from making any changes to the Registrar's compensation package without written authorization of the Board and maintain all such authorization on file in the College office.

(Note: the disclosure and abstention from discussion will be recorded in the Minutes.)

4. Maintain the confidentiality of registrant information as well as College business, documents and decision processes and, regardless of his/her personal viewpoint, maintain solidarity with decisions reached.
 - act at all times with honesty and integrity.

5. Fulfill the requirements of the job as outlined on the job description (attached) in a responsible, diligent and professional manner.
 - attend all meetings of the Board, unless granted leave by the Chair, and ensure adequate support staffing for all committee meetings and other College activities.
 - prepare documents for the Board and committees that present a broad, objective perspective and circulate documents well prior to meetings.
 - be fully prepared for meetings; brief the Chair prior to each meeting.
 - maintain neutrality and objectivity during discussions and decision-making at all times.
 - implement and adhere to College policies in an impartial way, regardless of personal viewpoints or interests.
 - act in a courteous, fair, respectful and non-discriminatory manner.
 - implement Board and/or committee strategic objectives.
 - provide succinct administrative and financial reports to the Board on an on-going basis and any other information requested or deemed pertinent.

6. Manage the College office in a businesslike manner.
 - conduct College business within budgetary limits, in accordance with policy.
 - advise the Chair in advance of any extended absences from the office, for business or personal reasons, or vacation.
 - develop and implement administrative policies that ensure smooth, efficient and continuous office function, and a contingency/succession plan.
 - advise the Chair of any administrative action that may adversely affect public or registrant perception of the College, or any action that could expose the College to a liability claim.
 - manage the College in the public's interest.

Signature

Date

Attach: Registrar Job Description

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Registrar Job Description

Ad04/Personnel/Registrar job desc

TITLE: Registrar

REPORTS TO: Board of the College of Dietitians of British Columbia

MANDATE:

Acts as the Chief Executive Officer for the College under the direction of the Board and in compliance with relevant Acts, Regulations and Bylaws. The Registrar serves as Secretary to the College and is the custodian of its seal. Major areas of function include: Board and committee support, registrant and external relations, and administration.

GENERAL RESPONSIBILITIES:

Perform the functions of Registrar as outlined in the Health Professions Act and Bylaws.

Interpret and provide information with respect to the regulation of practice of dietetics to the Board, committee members, registrants, external contacts and the public.

Co-ordinate and support the work of Board, committees, staff and consultants to accomplish the goals of the College as set out in the Bylaws and Board policy.

Inform the Board of issues that may affect the regulation of dietetics.

Manage the fiscal and administrative functions of the College in accordance with Board policy and prudent, efficient management practices.

Develop and implement strategies for communication with registrants, potential registrants, external groups and the public to support activities of the College.

SPECIFIC DUTIES:

Duties include but are not limited to the following:

- 1 Registration
 - a) Monitor the process for registration and ensure compliance with the legislation
 - b) Prepare the annual registrar's report
 - c) Develop and maintain procedures for registration, resignation and suspension of membership
 - d) Collect fees
 - e) Issue annual certificates and receipts
 - f) Maintain and publish the registers of the College annually.
- 2 Public Protection
 - a) Monitor the investigation of complaints, referrals to the discipline committee and practice review assessments.

- b) Act as liaison with legal counsel regarding complaints, discipline hearings and other legal matters
 - c) Ensure processes for investigation, complaints and discipline are documented and conform to the Act, Regulations and Bylaws
 - d) Ensure an effective Quality Assurance program is in place
 - e) Ensure that committee and public members are in place to perform regulatory functions
 - f) Establish training for committees, investigators and viewers as needed
3. Board and Committees
- a) Co-ordinate the work of the College Board and committees.
 - b) Provide administrative support, information, and advice to the Board and committees in the execution of their roles and responsibilities
 - c) Advise and assist the Board on the formulation and revision of policy; translate established policy into procedures
 - d) Act as liaison between the Board and committees of the College
 - e) Co-ordinate the Annual General Meeting in accordance with Board directives
 - f) Attend meetings of the Board and College committees as an ex-officio member
 - g) Support communication with the Board through both formal and informal reporting mechanisms
 - h) Function as a resource for the governance process
4. Information Management
- Maintain current knowledge of government policy, technological change and innovation, trends in the practice of dietetics, health care, provincial and national issues as they impact on the regulation of the practice of dietetics. Gather and research information for the Board and committees of the College as required
5. Administration
- a) Prepare, review and administer office policies and procedures
 - b) Develop the annual operating and capital budgets for the association for approval by the Board
 - c) Prepare the annual report
 - d) Organize the annual audit
 - e) Perform the secretarial functions of the College, act as custodian of the seal, maintain official minutes and archival records of the College
 - f) Ensure security for files, legal documents, physical assets and registrant information
 - g) Arrange for appropriate banking and management of investment funds
 - h) Recruit, train and evaluate staff ensuring that performance standards of staff are met
 - i) Develop and manage consulting contracts as required to fulfill the College's aims.
 - j) Oversee equipment and office maintenance
 - k) Arrange for liability insurance, Director's and Officer's insurance
 - l) Act as a signing authority
 - m) Act as the liaison with College legal counsel on administrative and contract matters
 - n) Prepare monitoring reports and other informational reports for the Board.
 - o) Co-ordinate and administer the dietetic exam twice per year

6. Communication

- a) Represent the College to external groups, the public, government and the media. Facilitate communications between College and other dietetic associations and regulatory bodies.
- b) Create and maintain external linkages with the provincial government, Alliance of Dietetic Regulatory Councils, Dietitians of Canada, educational institutions, and relevant regulatory, health care and professional organizations
- c) Respond to inquiries from prospective registrants and maintain communication with registrants on regulatory issues.

PERSONAL QUALIFICATIONS:

Education

Minimum - Baccalaureate Degree in Food and Nutrition, Business, Law or related education complemented with relevant experience. Eligibility for College membership is an asset but not required.

Experience

A minimum of five (5) years experience including responsibility for administration and a leadership or significant support role to voluntary Boards or committees. Comprehensive knowledge of health regulatory issues and structures, and of the BC health care system.

Personal qualities

Strong oral and written communication skills
Innovative, collaborative team player
Well-developed public relations skills
Well honed analytical and problem solving skills

Registrar Job Description March 18, 2003