

Registrar of the Faculty of Occupational Hygiene

Appointment

Elected in accordance with FOH Regulations (Section 3.3).

Purpose

The Registrar of the Faculty of Occupational Hygiene is the principal Board Officer responsible for Professional Standards of the Occupational Hygiene Profession.

The Registrar represents the Faculty Committees to the Board and Chairs the Faculty of Occupational Hygiene Committee, undertaking those functions outlined in the FOH Regulations and the Faculty Code of Ethics.

The Registrar is responsible for upholding the Charter in respect of professional standards for the Profession and oversight of the maintenance of a Register of Members and oversight of qualifications leading to professional recognition.

Eligibility

The post-holder must be a Fellow of the Faculty and a Diploma holder.

The post-holder must be able to release the time to fulfil all duties (equivalent of 0.2 of a full-time role).

Duties

- Uphold the Code of Ethics for the Faculty and ensure ethical concerns raised are addressed.
- Report to Board as requested and otherwise advise it on any significant matters relevant to the Faculty.
- Act as spokesperson for the Faculty and represent its interests at events (national and international) to which the Faculty is officially invited.
- Provide effective leadership for and ensure the delivery of all Faculty business including membership, promotion, competence/examination issues, etc.
- Appoint members to represent the Committee
- Provide appropriate content as required for the Faculty Bulletin and contribution to the Society's other publications
- In January each year to produce a written report for inclusion in the Society's Annual Report.

Other responsibilities

(The Registrar is a Board Member, Director and a Trustee of the charity, but enjoys full indemnity for their activities.)

In addition to the above responsibilities, as a Board member and Trustee, to represent the interests of members and to work with other Board Members and the Officers of the Society to

provide governance and direction for the Society through the effective strategic oversight of its operations and the work of the Head Office, including:

- oversight of risk
- oversight of financial management
- oversight of compliance within the context of Charity and Company Law
- focus on the realization of the mission and strategic aims of the Society
- advice to, support and oversight of Head Office functions, as reported in Quarterly Meetings
- upholding standards
- identifying Reserve Powers
- engaging in pro-active, positive communications with members

Who reports to the post-holder?

Deputy Registrar and the CPD Manager and other appointed post-holders as required to help fulfil Faculty business.

Does the appointment attract any payment?

Article 5.1 of the Royal Charter prohibits payment of Directors/Trustees but expenses, in accordance with the Society's policies, may be claimed.

Commitments

- Four Board meetings per year in addition to the Board Away Day (attend).
- Four FOH Committee meetings (Chair) a year in addition to the FOH Committee Away Day