

Registrar of the Faculty of Occupational Hygiene

Appointment

Elected in accordance with the Faculty of Occupational Hygiene (FOH) Regulations (Section 3.6, Version 9).

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 FOH Committee to the Board and Chairs the Faculty of Occupational Hygiene Committee, undertaking those functions outlined in the FOH Regulations and the BOHS FOH Code of Ethics Complaints Procedure.

The Registrar is responsible for upholding the Charter in respect of professional standards for the Profession, oversight of qualifications leading to professional recognition and oversight of the Register of Occupational Hygiene Professionals.

Eligibility

The post-holder must be an active Fellow of the Faculty and a holder of the Diploma of Professional Competence in Occupational Hygiene.

The post-holder must be able to release the time to fulfil all duties. The time commitment is estimated at 12 hours per week (equivalent of 0.3 of a full-time role).

Duties

Arising from the accreditation of the Register of Occupational Hygiene Professionals by the Professional Standards Authority for Health and Social Care (PSA) in 2023, and the inclusion of Occupational Hygiene as a regulated profession under the Professional Regulations Act (PQA) 2022, there are both statutory functions associated with the Registrar role and voluntary duties.

Voluntary Duties

- Chair the FOH committee meetings, including preparation of papers, agenda planning and review of minutes
- Report to Board via quarterly Registrar reports 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.
- Provide appropriate content as required for the Faculty e-Bulletin and contribution to

the Society's other publications

- Each year present the FOH report at the Society's Annual General Meeting
- Lead the review and development of the Faculty Strategy

Statutory Duties

- Uphold the Code of Ethics for the Faculty, ensure ethical concerns raised are addressed and provide management of complaints including informal resolution and correspondence
- Liaise with the PSA, including formal reporting and providing input into annual assessments
- Review non-Faculty applications for the Registrar where determination of adequate competency is required
- Activities associated with the PQA
- Oversight of updating the Faculty Professional Standards Risk Matrix and governance documents required by the PSA or the PQA, such as the Faculty Regulations, Code of Ethics and the Code of Ethics Complaints Procedures

Other responsibilities

The Registrar is an ex-officio member of the Board with voting rights on behalf of the Faculty.

In addition to the above responsibilities, as a Board member, 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
- 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.

FAAM Registrar

Does the appointment attract any payment?

The Statutory aspects of the Registrar role are operationally key and as such are undertaken under the remit of a professional service. This element may be remunerated, rather than undertaken on a voluntary basis. The amount of time for statutory duties is no more than 1 day per week.

Article 5.1 of the Royal Charter prohibits payment of Directors/Trustees but expenses, in accordance with the Society's policies, may be claimed. As such, the FOH Registrar is not a Trustee of the Charity, but is a Member of the Board of BOHS.

Commitments

- Four FOH Committee meetings (Chair) a year in addition to the FOH Committee Away Day (in person meetings).
- Four Board meetings per year in addition to the Board Away Day (in person meetings).
- Four Board Policy, Publication and Technical (PP&T) committee meetings (Chair) a year (virtual)
- FOH Strategic Working Group (SWG) meetings depending on membership (virtual)
- Periodic update meetings with the BOHS CEO (virtual)
- Periodic update meetings with the FAAM Registrar (virtual)
- Periodic update meetings with the BOHS President (virtual)