

## **CERTIFICATION AND REGISTRATION MAINTENANCE POINTS DIRECTOR Roles and Responsibilities**

### **1.0 OFFICE AND TERM**

- 1.1 Two years
- 1.2 This position is elected at the Spring Annual General Meeting.
- 1.3 This is a non-voting position of the Alberta Local Section Executive.

### **2.0 SCOPE**

- 2.1 To ensure that the certification and registration maintenance points are maintained for the activities sponsored by the Alberta Section - AIHA.

### **3.0 RESPONSIBILITIES**

- 3.1 Reports to the AIHA Alberta Executive.
- 3.2 Apply for certification and registration maintenance points with American Board of Industrial Hygienists (ABIH), Canadian Registration Board of Occupational Hygienists (CRBOH) and Association of Canadian Registered Safety Professionals (BCRSP).
  - 3.2.1 Work with President-Elect (for AGM) and Education Direction (for PDCs) to ensure enough educational content is present to allow the sessions to be awarded appropriate maintenance points.
- 3.3 Keep a record of maintenance points received.
- 3.4 Keep a record of registration lists – ensuring the use of a standard format
- 3.5 Keep a copy of all proof of Alberta Section activities (e.g. brochures).
- 3.6 Retain copies of standard course certificates that have been given to members on completion of the educational activities.
- 3.7 Submit points notification to the newsletter editor and webmaster for posting to keep members informed.
- 3.8 Provide copies of any lost documents to members for audit review.

### **4.0 COMPENSATION**

- 4.1 This role shall receive no direct monetary compensation for their work. In

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addition this role will not obtain monetary or other compensation from an external source for work or material generated by their duties in this role.

- 4.2 In return for their work, this role shall have their yearly membership fee waived.
- 4.3 This role, at the discretion of the executive, can have fees for Symposia, Technical Sessions or other events waived.