

AOLS Registrar

Purpose of Position

Appointed by Council under the authority of subsection 3(8) of the *Surveyors Act* to carry out duties as required by the Act.

Reporting Structure

Reports to the Executive Director.

Duties and Tasks

Oversees all statutory and regulatory matters of the Association of Ontario Land Surveyors as required by the *Surveyors Act* and the regulations thereunder, as follows:

Statutory Committees

Academic and Experience Requirements Committee (AERC)

- Prepares meeting Agendas and supporting information
- Attends committee meetings, prepares and circulates the official minutes and Issues appropriate correspondence emanating from each meeting
- Ensures that proper notices are given concerning upcoming articling, examinations, lecture course or other application deadlines.
- Prepares and presents Articling Information sessions
- Participates in the setting of the Statutes and Professional examinations and arranges for appropriate oral examination panels.
- Invigilates examinations as required.
- Organizes the marking of the Statutes and written Professional examinations.
- Maintains files for articulated and evaluated students
- Organizes and participates in the Annual Lecture Course

Complaints Committee

- Receives and processes official complaints
- Prepares and posts Agenda, and all supporting information
- Attends committee meetings and prepares the official minutes.
- Issues appropriate correspondence emanating from each committee meeting.
- Forwards signed copies of decisions to complainant and surveyor.
- Tracks progress of Interim Decision requirements and reports to committee.
- If necessary, prepares files for review by the Complaints Review Councillor.

Discipline

- Forwards recommendations for discipline to AOLS Council
- Prepares draft Allegations and Notice of Hearing and liaises with AOLS legal counsel to prepare for discipline hearing.

- Arranges for appropriate venue for Discipline hearing and ensures that hearing room is properly equipped, including court recorder.
- Attends Discipline Hearing as AOLS representative, and witness if required.

Registration Committee

- Liaises with AOLS legal counsel and Chair of Registration Committee to prepare for hearing.
- Arranges for appropriate venue for hearing and ensures that hearing room is properly equipped, including court recorder.
- Attends hearing as AOLS representative, and witness if required.

Fees Mediation Committee

- Processes applications and notifies appropriate parties
- Explains mediation and arbitration options to both parties.
- Arranges for venue and advises all parties of date, time and location.

Registrar's Investigations

- Performs investigations as required under Section 30 of the *Surveyors Act*.
- Appoints investigator, reviews results of investigation and provides report and recommendations to AOLS Council.

Memberships and Certificates of Authorization

- Reviews applications for membership and Certificates of Authorization
- Ensures that the Official Registers are maintained

Compensation Fund

- Administers claims made against the AOLS Compensation Fund.

Public Inquiries

- Responds to inquiries from the public or from other surveyors and takes appropriate action

Other

- Deals with referrals from the Survey Review Department.
- Attends seminars and Regional Group meetings as required.
- Presides at Convocation Luncheon at Annual General Meeting.
- Assists the Executive Director as required.
- Presides over AOLS Council elections, including supervision of ballot counting.