



November 2010

Registration Committee Terms of Reference

Background

1. The Registration Committee is a sub-committee of the New Zealand Registered Architects Board (NZRAB), established under sections 55, 56 and 57 of the Registered Architects Act 2005.

Underlying Philosophy

2. The NZRAB intends to have in place and to implement:
 - initial registration procedures which ensure that those being registered for the first time (or reregistered) meet the applicable minimum standards for registration with a high degree of consistency
 - registration standards and procedures in line with international norms
 - competence review procedures that are effective and fair
 - a continuing professional development framework that is fit for purpose.

Objectives

3. The Registration Committee's tasks are to:
 - to advise the NZRAB Board on the development and implementation of the Board's initial and continuing registration policies and procedures
 - to monitor and advise on the implementation of the Board's initial and continuing registration policies and procedures, including initial registration assessments and continuing registration competence reviews.
 - to recommend to the Board for appointment suitable Registration Assessors who are able to undertake initial registration assessments and continuing registration competence reviews and to provide recommendations to the Board based on those assessments and reviews.
 - to develop registration standards, learning from international best practice and other benchmarks shared with other jurisdictions.

Membership

4. Registration Committee members shall be appointed by the Board Chair. The Board Chair shall be an ex-officio member. As required by the Registered Architects Act 2005 Section 56, at least two Registration Committee members must be Board members. Other members may be appointed to provide an appropriate mix of skills and experience. A quorum shall be 50 per cent of the Registration Committee members.

Procedures***Meetings***

5. The Registration Committee shall meet as required.
6. The Registration Committee may “meet” via email where appropriate under the same rules as apply for electronic Board meetings.
7. Meetings may be called by the Chair of the Registration Committee, or at the request of the Board Chair.

Attendance

8. Board members who are not members of the Registration Committee shall have the right to attend Registration Committee meetings.
9. NZRAB Staff shall be invited to attend meetings of the committee where appropriate.

Agendas and Minutes

10. Agendas and supporting documentation shall be circulated prior to meetings.
11. Draft minutes shall be distributed to Registration Committee members for final approval and to other Board members for their information.
12. Minutes shall be accompanied by an ‘action plan’ based on the Registration Committee’s decisions.
13. Minutes shall be appended to the relevant Board papers.

Publication of Terms of Reference

14. The Registration Committee’s terms of reference shall be publicly available on the NZRAB web site.

Secretariat

15. The NZRAB staff shall provide the Registration Committee with secretariat services.