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**REGISTRAR**

**UKBHC Ltd Standing Orders June 2020 - 7: Composition of the Board**

**7.5** The Board shall appoint a Registrar as an officer of the Board. The Registrar has the functions of:

* Granting registration

The Registrar has the role of considering and determining applications for registration as against the published registration criteria. These will include:

* Considering full registration applications and notifying applicants of the outcome
* Considering provisional registration applications and notifying applicants of the outcome
* Renewing registrations (if registration is finite)
* Administrative removal of registrants

The Registrar may remove registrants administratively

* Keeping the register up to date
* Overseeing compliance with CPD
* Administer and facilitate the process of receiving complaints and liaising with relevant parties

Rev Mark Rodgers became Registrar in June 2017. He has indicated his desire to step down from March 2021.

Nominations are now invited before 7th August 2020, with interviews, if required, to be held before end of August/early September and one name to be brought to the September Board meeting. Once ratified by the Board, the successful person will shadow the Registrar for the Board meetings in December 2020 and March 2021, taking up the role thereafter.

The interview panel will consist of the Chair, one Board chaplain and one Board Lay member.

If you wish to be considered for this position please complete and return the Expression of Interest form to the secretary, Rev Derek Johnston, at -

**derek.johnston@irishmethodist.org**

**by 7th August 2020.**

Please note, there must be a proposer and seconder supporting the expression of interest. Both must be Board members.

Administrative support is provided for the role, through Addenbrookes.

For fuller information about the role of Registrar see the accompanying documentation.

**UKBHC Registrar 2020/21**

**Expression of interest**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact address & email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Present place of Chaplaincy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous experience of chaplaincy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Relevant experience for office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Future vision for UKBHC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Proposed by: .......................................................................................................**

**Seconded by: ......................................................................................................**

**Date: ..................................................................................................**

**Signature: .........................................................................................**