

GRIEVANCE COORDINATOR-ELECT

Term: The Grievance Coordinator Elect serves a term of two years (January 1, 2023 – December 31, 2024), then serves a consecutive two-year term as Grievance Coordinator (January 1, 2025 – December 31, 2026), which is also a Register Board member position.

Duties of the Grievance Coordinator Elect

The Grievance Coordinator-Elect will assist the Grievance Coordinator in handling allegations of violations of the Code of Conduct and Standards of Research Performance of the Register. In the event that the Grievance Coordinator requests recusal from a particular case due to a conflict of interest, the Grievance Coordinator-Elect will be assigned responsibility for that particular case by the Board.

Duties of the Grievance Coordinator

The Grievance Coordinator handles allegations of the Code of Conduct and Standards of Research Performance in accordance with the Disciplinary Procedures of the Register. The Grievance Coordinator Elect will assist the Grievance Coordinator, transitioning into the position the following a two-year term. The main responsibility of the Grievance Coordinator is to investigate all allegations and determining the next steps to be taken. The coordinator is responsible for maintain the Code and Standards, as well as protecting the rights of the RPA(s) accused of violating the Code or Standards. This process involves examining the complaint following the Disciplinary Procedures of the RPA and, if the sufficient information if found to suggest violation, the Coordinator will appoint two additional RPAs to form a Grievance Committee will be appointed to formally investigate the violation and determine action; the Coordinator will serve on this committee.

Duties of the Register Board Member

- Establish policies and directives governing the business of the Register.
- Act reasonably, prudently, and in the best interests of the organization.
- Avoid negligence and fraud.
- Avoid conflicts of interest.
- Ensure prudent use of all assets, including facility, people, and good will.
- Ensure the Register's activities and transactions are, first and foremost, advancing its mission.
- Make decisions that are in the best interest of the Register, not of the individual.
- Ensure Register obeys applicable laws and regulations.
- Ensure Register follows its own bylaws.
- Ensure Register adheres to its stated mission.
- Contribute to Register's culture, strategic focus, effectiveness, financial sustainability.
- Serve as Register ambassador and advocate.

Qualifications

- Current Registrant in good standing
- Prior experience serving the RPA in volunteer capacity
- Three Registrant references in support of serving as Grievance Coordinator
- Demonstrated understanding of Register's Grievance and Disciplinary Procedures

Requirements

- Attend and actively participate in all Regular and Special Meetings as scheduled by the President. Two consecutive absences may be cause for removal.