

- iii) Ensuring that the register of certified individuals is kept up to date and open for public scrutiny.
- c) The Registrar may act as Returning Officer when so appointed by the Authority.
- d) The Registrar will report to a designated member of the Authority.

25) Treasurer

- a) At the first Authority meeting after members have taken office, the Authority must elect one of its members as Treasurer.
- b) The Treasurer will:
 - i) Collect all fees,
 - ii) Subject to the provisions of any resolution of the Authority, shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Authority in such bank or banks or such depository or depositories as the Board of Directors may direct,
 - iii) Keep or cause to be kept the books of account and accounting records of the Authority, and
 - iv) Perform all duties incident to that office or that are properly required of him by the Authority.

26) Chief Examiner

- a) The Authority will annually appoint a Chief Examiner.
- b) The Authority will annually appoint Deputy Regional Examiners based on the recommendation of the Chief Examiner and the input of CAHPI Member Bodies.
- c) The Chief Examiner will manage, direct and coordinate the activities of the Test Inspection and Peer Review program.
- d) Duties of the Chief Examiner may include, but are not limited to:
 - i) Recommend goals and objectives; assist in the development and implementation of policies and procedures;
 - ii) Manage, direct, organize and coordinate onsite inspection assessment activities;

- iii) Direct, oversee and participate in the development of the onsite inspection protocol;
 - iv) Assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
 - v) Prepare a budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies;
 - vi) Participate in recommending the appointment of personnel; provide or coordinate training;
 - vii) Evaluate the need for and develop procedures, methods and schedules;
 - viii) Provide technical and administrative assistance to the National Certification Council with respect to qualified “candidates” in the program;
 - ix) Prepare and present reports to the Authority and other administrative activities related to the program;
 - x) Manage and maintain appropriate program records and files; and
 - xi) Perform “reasonable” related duties as deemed necessary for the success and continuation of the program.
- e) The Chief Examiner will maintain the Policies and Procedures to be followed by those involved in the Test Inspection and Peer Review process, once approved by the Authority.
 - f) The Chief Examiner will report to a designated member of the Authority.

Secretary

- a) At the first Authority meeting after members have taken office, the Authority must elect one of its members as Secretary.
- b) The Secretary shall, when present, act as Secretary of all meetings of directors and members.
- c) The Secretary shall perform all duties incident to that office or that are properly required by the Authority.

National Accreditation Council

- a) The Authority will annually appoint five (5) individuals to the National Accreditation Council.

- b) The Accreditation Council will be made up of:
 - i) Three (3) National Certificate Holders, and
 - ii) Two (2) individuals who are outside the home and property inspection sector.
- c) The Accreditation Council will be responsible for recommending courses, programs and training providers for accreditation based on the requirements of the National Certification Program. This will include:
 - i) Reviewing presentations from training providers for initial accreditation, and
 - ii) Conducting periodic reviews and re-evaluation to ensure that individuals seeking certification have access to quality training that addresses the competencies in the National Occupational Standard for Home and Property Inspectors, and that such training is provided by legitimate, ethical and responsible organizations.
- d) The Accreditation Council will maintain the Policies and Procedures to be followed by the Council, once approved by the Authority.
- e) The Accreditation Council, through its Chair, will report to a designated member of the Authority.
- f) The Accreditation Council may subcontract some of its functions to others, including regional CAHPI Member Bodies, who may provide recommendations with respect to accreditation, however the decision to accredit remains the sole responsibility of the National Certification Authority.

29) National Certification Council

- a) The Authority will annually appoint individuals to the National Certification Council.
 - i) The Certification Council will be made up of:
 - (1) A maximum of one National Certificate Holder per regional CAHPI Member Body, and
 - (2) Three (3) individuals from outside the home and property inspection sector.
 - ii) The Certification Council will be responsible for:

- (1) Verifying that individuals who apply for status in the National Certification Program have a combination of general education and experience, home inspection specific training, and home inspection experience that meets the requirements of the Program,
 - (2) Verifying that individuals who apply for status in the National Certification Program comply with the Code of Conduct and Standards of Practice for Home and Property Inspectors, and
 - (3) Recommending to the Authority that qualified individuals be certified as National Certificate Holders.
- b) The Certification Council will maintain the Policies and Procedures to be followed by the Council and any subcontractors, once approved by the Authority.
 - c) The Certification Council, through its Chair, will report to a designated member of the Authority.
 - d) The Certification Council may subcontract some of its functions to others, including regional CAHPI Member Bodies, who may provide recommendations with respect to certification, however the decision to certify remains the sole responsibility of the National Certification Authority.
- 30) The Authority will annually appoint individuals to the National Complaints Committee.
- a) The Complaints Committee will be made up of:
 - i) A maximum of one National Certificate Holder per regional CAHPI Member Body, and
 - ii) Three (3) individuals from outside the home and property inspection sector.
 - b) The Complaints Committee will be responsible for overseeing the disciplinary function of the National Certification Program. This includes complaints related to both competency and ethical issues.
 - c) The disciplinary function will be performed by CAHPI Member Bodies on behalf of, and under the authority of, the National Certification Authority. This function will include tasks such as grievance and file review, investigations, and the holding of disciplinary hearings. CAHPI Member Bodies must demonstrate that they are willing and able to perform this function in accordance with the Policies and Procedures set out by the Complaints Committee.

- d) The Complaints Committee will maintain the Policies and Procedures to be followed by the Committee and any subcontractors, once approved by the Authority.
- e) The Complaints Committee, through its Chair, will report to a designated member of the Authority.