



EMPLOYMENT OPPORTUNITY

The New Brunswick Association of Real Estate Appraisers (NBAREA) is seeking a dynamic and experienced Registrar & Executive Director. Reporting to the NBAREA Board, the Registrar will manage the day-to-day operations of the Association and support the Board and Committees in administration of the NBAREA Act.

NBAREA's mandate under the NBAREA Act is to regulate real estate appraisers in the province of New Brunswick in the interest of the public and public protection. In addition to the regulatory role set out in the Act, NBAREA has entered into an affiliation agreement with the Appraisal Institute of Canada (AIC). Through this affiliation agreement, NBAREA acts as the provincial affiliate of AIC.

DETAILS

- This is a part-time position (24-30 hours per week)
- Start date – as soon as possible
- Flexible location – hybrid/remote (office located in Fredericton)
- Salary range of \$45,000-\$50,000 per year

RESPONSIBILITIES

General Administration

- Manage the day to day operations of NBAREA
- Maintain current knowledge of all relevant legislation
- Ensure alignment of the Association's policies and procedures with relevant legislation (including the NBAREA Act), bylaws, external agreements, and affiliations
- Maintain the Association's Register of Members and website
- Update/maintain member information in AIC's database

Risk Management

- Ensuring that appropriate policies, controls, and safeguards are in place to guide NBAREA's operations and manage risks

Financial Management

- Maintain appropriate policies and procedures to ensure that the NBAREA's assets are managed and protected.
- Working with the external bookkeeper, receive payments and manage expenditures

- Working with the Treasurer – develop draft budget for review/approval by the board and manage expenditures in accordance with the approved budget.
- Prepare documents as required by external auditors for the annual financial audit

Member Services

- Respond to inquiries from applicants and potential applicants regarding the process for becoming a member of NBAREA and (where applicable) AIC.
- Review applications for registration and make registration decisions in accordance with the provisions of the NBAREA Act, Bylaws, and NBAREA/AIC policies
- Refer applications to the Committee of Examiners as appropriate
- Process resignations and suspensions for non-payment of annual dues

Complaints And Discipline Management

- Receive complaints from the public, employers, or other members regarding the conduct or competence of NBAREA members
- Support the Complaints and Discipline Committees in the investigation, review and consideration of complaints, including correspondence with the complainant, member, and legal counsel; preparing and maintaining documentation, and administrative functions related to committee meetings and hearings

Support For the Board And Committees

- Provide support for the board and executive in the development, review, and implementation of policies and procedures regarding the board's governance and oversight responsibilities (as set out in the Act and bylaws)
- Administrative functions for Board and Executive Committees, including scheduling, booking meetings and rooms, and preparing agendas/support documents
- Manage the annual election process for the NBAREA board
 - Working with the nominations, elections, and special awards committee, establish the timelines according to the provisions of the NBAREA Act and Bylaws
 - Distribute the call for nominations for vacant positions
 - Receive nominations
 - Administer the election via the online elections platform

Annual General Meeting

- Administrative functions related to the annual general meeting, including room booking, registration, dissemination of reports and documents
- Ensuring compliance with all timelines, deadlines, and reporting requirements as set out in the Act and bylaws
- Ensuring the audited financial statements are prepared, approved, translated, and circulated to membership in advance of the annual general meeting
- Manage registration and process for receiving proxy votes

Annual Conference

- Administrative Support for the Education Committee (committee responsible for conference planning)
- Manage conference registration in advance of the conference
- Provide attendance information to AIC to ensure continuing professional development credits are automatically uploaded to AIC database.

PREFERRED EXPERIENCE AND COMPETENCIES

- Post-Secondary degree in public policy, social sciences, public or business administration, or a related discipline
- Previous experience working with a regulatory body, professional association, or a non profit organization
- Demonstrated professional qualities including good judgment, integrity, credibility
- Solid understanding of administrative law and the principles of natural justice
- Comfort with online platforms and technologies for communication and productivity (e.g. Microsoft 365, Microsoft Teams, Xero, membership databases, WordPress)
- Strong analytic, organization, and problem-solving skills to support and enable sound decision-making
- Excellent interpersonal, relationship-building, and team skills
- Outstanding communication skills in both official languages preferred

To apply, please forward resume and cover letter to info@nbarea.org.

Interviews will be conducted on a rolling basis and applications will be accepted until the position is filled.