

**Duties of Registrar of the Allied Health Professionals Council**

The Registrar shall be responsible and accountable to the Chairperson of the Allied Health Professionals Council of Mauritius in the performance of the following duties:

- (a) to execute all decisions of the Council;
- (b) to act as secretary of the Council;
- (c) to act as the treasurer of the Council as may be required;
- (d) to plan, organize and monitor the day to day running of the Council;
- (e) to be responsible for preparing the annual budget of the Council;
- (f) to keep a register of the allied health professionals;
- (g) to prepare an annual list of all allied health professionals registered for the year to be published in the Government Gazette;
- (h) to ensure that the allied health professionals comply with their respective Codes of Practice;
- (i) to supervise, train and guide subordinates in the performance of their duties;
- (j) to ensure that resources of the Council are used judiciously;
- (k) to attend and respond to queries from allied health professionals and the general public after consultation with the Council;
- (l) to be responsible for the safe keeping and security of documents of the Council;
- (m) to ensure confidentiality of information and to maintain an effective archive;
- (n) to maintain sound public relations with all stakeholders in the health profession as well as other health authorities, Ministries/Departments concerned, medical and pharmacy institutions, media and the public, in line with policies, as may be approved by the Council;
- (o) to promote and uphold a positive image of the Council;
- (p) to give notice of the Council meetings to the members;
- (q) to prepare, convene and attend meetings of the Council;
- (r) to keep minutes of proceedings of the meetings of the Council;
- (s) to use ICT in the performance of his/her duties; and
- (t) to perform such other duties directly related to the main duties listed above or to the delivery of the output and results expected from the Registrar in the roles ascribed to him/her.