

PROFESSIONAL AFFAIRS BOARD OF THE ERGONOMICS SOCIETY OF SOUTH AFRICA

I PROFESSIONAL AFFAIRS BOARD CHARTER

From 24 November 2014

I.1 Assignment and dedication

- I.1.1 The Board shall be a non-profit organisation.
- I.1.2 The Board shall operate as an integral part of the Ergonomics Society of South Africa (“ESSA”) and its full title shall be the ‘Ergonomics Society of South Africa - Professional Affairs Board’ (“ESSA-PAB”).
- I.1.3 The Board shall have full responsibility and authority for all matters relating to the standard of professional practice of Ergonomics in Southern Africa.
- I.1.4 The Board shall adopt guidelines from the International Ergonomics Association (IEA) wherever available, possible and appropriate.
- I.1.5 The Board shall have all such powers necessary for the attainment of the objectives set out and in particular by collaboration, and otherwise to avoid unnecessary duplication in the field of ergonomics.

I.2 Objectives and purposes

The Board shall, in conjunction with the ESSA Council:

- I.2.1 Support, promote and establish professional ergonomics standards and codes of practice for the maintenance and enhancement of health at work and for the prevention of adverse effects on the health of the public arising directly or indirectly from work activities.
- I.2.2 Promote and develop the profession of ergonomics to meet the needs of industry and the community in general.
- I.2.3 Promote and encourage the study of, and teaching and training in, ergonomics, and to monitor and control the standard of such training.
- I.2.4 Confer, consult, maintain contact and co-operate with any other professional, scientific or technical institute, society, association or other body with a view to the pursuit of common objectives in ergonomic issues or allied subjects, and represent ergonomic professionals nationally and internationally.
- I.2.5 Adopt a code of professional ethics that will bind certified professionals to maintain a high standard of professional conduct (see Section III).
- I.2.6 In conjunction with relevant educational institutions, prepare, print and publish regulations for the teaching of and/or training in the profession of ergonomics.
- I.2.7 Invite written and/or oral communications concerning or related to the profession of ergonomics, and receive, hear and publish the same.

- I.2.8 Revoke, amend or add to any Procedures provided that no such Procedure shall be inconsistent with the Charter of the Board or the constitution of ESSA.
- I.2.9 Discipline Certified Ergonomists in line with the Charter of Certification, Code of Conduct and other valid regulations.
- I.2.10 Conduct such other activities as may be required in promoting the objectives of the Board and the Society.

I.3 Professional certification

With respect to professional certification the Board shall:

- I.3.1 Regulate the profession of ergonomics with particular reference to professional registration, use of title and ethical conduct of certified members of ESSA.
- I.3.2 Formulate procedures regulating the activities of the Board. These will include details on the conduct of admission criteria for certification.
- I.3.3 Identify areas of equivalence between the standards of the Board and other examining bodies and enter into reciprocity agreements with other certifying bodies.
- I.3.4 Conduct verifications for entry at all levels of ergonomics certification.
- I.3.5 To recommend to the Council of ESSA, the certification of members in the relevant categories as contained in the ESSA constitution and complementary documents.
- I.3.6 Prepare, maintain and publish a register of certified ergonomists, as prescribed by the certification charter.
- I.3.7 Prepare, maintain and publish a list of educational institutions offering ergonomics related programs in Southern Africa.
- I.3.8 Regulate the admission of certified professionals, the terms and conditions subject to which such title shall be held, and provide guidelines with regard to the membership register, fees payable, conduct of members, the Board's powers and duties and the election of officers.

I.4 Composition and election of Board members

- I.4.1 There shall be a Chairman, an Honorary Secretary, an Honorary Treasurer and such other officers of the Board as the Procedures may from time to time prescribe; at least one of whom shall be a member of the ESSA council. Nothing shall prevent a Board member being a Council member or vice versa, provided that the chairperson of the council may not simultaneously be the chairperson of the Board. At least one member of the Board shall be in an academic function, and one other member of the board shall be a practitioner in a non-academic function.
- I.4.2 The certified members shall nominate candidates for the officers of the Board from amongst themselves and elect the officers by simple majority of votes.
- I.4.3 The election period for each office bearer is three years. Officers normally should not be re-elected for more than one term of office consecutively, however if circumstances require, one re-election for a second term of office may be accepted.
- I.4.5 Members of the board involved in certification must themselves be certified.

- I.4.6 The initial PAB shall remain in office until twice as many as the number of members required for the Professional Affairs Board have been certified as Professional Ergonomists. The ESSA council shall revise this clause if this is not the case within two years after the certification process has been initiated.

I.5 Management of the Board

- I.5.1 Decisions of the Board shall be confirmed by a simple majority of votes cast.
- I.5.2 A quorum at meetings of the Board shall consist of three members of the Board, at least one of whom is a serving council member.
- I.5.3 In case of personal involvement of a Board member into issues to be handled by the Board, e.g. if having a private or professional relationship with a certification applicant or registration of a course held by a Board member, the corresponding Board member shall revoke from voting in this individual case.
- I.5.4 An Annual General Meeting of the Board shall be held once in every calendar year for the purpose of transacting the following business:
- a) Receiving and considering a report on the activities of the Board
 - b) Receiving and considering the accounts of the Board.
 - c) Electing the Officers of the Board, where applicable.
 - d) Considering amendments to the Charter, where applicable.
- I.5.5 The management and control of the Board and its members shall be vested in the Board. The business of the Board shall be conducted in such manner as may be prescribed by the Procedures of the Board.
- I.5.6 The Board may by resolution make any amendment to the Procedures. Any proposed amendment/s to this Charter, however, must, after resolution by the Board, be ratified by members at a Special or Annual General Meeting of ESSA on the same basis and in accordance with the requirements for amendments to the Constitution.
- I.5.7 The liability of members of any category is limited to the amount of unpaid subscriptions or other moneys owed by them to the Board.
- I.5.8 The Codes and Procedures of the Board and ESSA shall bind any member whose application for membership has been accepted. No person shall be absolved from the effect of the application of the Codes or the Procedures by reason of the fact that they have not received a copy of these.
- I.5.9 Any members may, by first obtaining the verified support of at least 50 percent of the total number of certified members of ESSA, make representation to the Board to convene a Special General Meeting of the Board to discuss or debate any matter. The Board must, within 30 days of receiving such representation, convene such a meeting. A two-thirds majority of votes cast, including any proxy votes, at such a meeting shall be required to ratify any resolutions proposed. Should such resolutions, duly ratified, involve a vote of no confidence in any member or members of the Board, such member or members shall forthwith resign from the Board and the position/s shall be filled in such a manner as may be prescribed in the Procedures.

