### The Board

The Social Workers Registration Board (SWRB) is the social worker regulator and lead agency for social worker workforce planning. SWRB is a Crown Entity under the Crown Entities Act 2004 and is governed by a seven-member Board appointed by the Minister for Social Development and Employment (the Minister) under the Social Workers Registration Act 2003.

The SWRV is accountable to the Minister and monitored by the Ministry of Social Development.

### Purpose

The SWRB’s purpose is to protect the safety of members of the public by ensuring social workers are competent and safe to practise and are accountable for the way in which they practise. The SWRB also enhances social workers’ professional practice and provides insight into the opportunities and challenges facing the social worker workforce.

**Function**

The role of the SWRB as the regulator of social workers is set out in the Social Workers Registration Act and includes enhancing the professionalism of social workers. The SWRB uses a range of regulatory tools, including:

* the registration of social workers and maintaining a public register of social workers
* issuing annual practising certificates
* publishing a scope of practice, code of conduct, and core competencies
* managing concerns, complaints, and notifications
* prescribing standards in social work education.

The SWRB provides administrative support to the Social Workers Disciplinary Tribunal, which is an independent body responsible for the social worker disciplinary process set out in the Social Workers Registration Act. The SWRB also provides advice to Government that supports professional and accountable social work.

The regulatory functions of the SWRB are funded on a cost recovery basis, through the fees and disciplinary levy.

### Appointments

The Board consists of seven members, four of whom must be registered social workers.

Members are appointed by the Minister for terms of up to three years. Members may be reappointed but cannot serve on the Board for more than six consecutive years.

The Chair is appointed by the Minister from among the members of the Board. The Chair’s term may be no longer than their Board membership.

### Knowledge, skills and experience

The Board’s membership should collectively, and as far as possible individually, have the following expertise and experience:

* extensive applied social work experience (10-15 years)
* strong governance experience
* well-developed and effective financial management skills and experience.
* understanding and knowledge of machinery of government and Crown Entity responsibilities
* understanding of professional regulatory functions including public safety
* understanding of Te Tiriti o Waitangi, te reo Māori, tikanga and te ao Māori and as it relates to the social work sector
* ability to engage effectively with Pacific peoples and diverse ethnic and cultural groups in New Zealand
* effective relationship management
* effective communications skills.

**Role of the Chair**

In addition to their responsibilities as a Board member, the Chair will:

* act as leader of the Board, presiding over Board meetings
* be responsible for the integrity of the Board’s processes (especially those relating to managing board member conflicts of interest)
* act as the main point of contact between the Board and the responsible Minister
* be responsible for the day-to-day relationship with SWRB’s Chief Executive.

Although the required knowledge and skill mix can be spread across the Board members, it is expected that the Chair will be familiar with public sector governance practices, fiscal management and change management.

The Chair will be able to engage effectively with the social work profession and other key stakeholders.

### Workload

Members are expected to attend all scheduled Board meetings, participate in online Board activities and also participate in any specialist committees established by the Board. Around six full-day meetings are held per year.

It is expected that the Chair will spend up to 50 days per year on Board business, and other members up to 30 days per year.

### Remuneration and expenses

The remuneration of Board members is set in accordance with the Cabinet Fees Framework. The Board Chair’s annual fee is $27,350 and the members annual fee is $11,250.

A member is also entitled to claim expenses such as travel, parking, telephone calls, and postage costs.

### Conflict of interests

The SWRB has processes in place to ensure that any potential conflicts of interest a member has are acknowledged when they are appointed, and appropriately managed throughout the member’s term.

Given the potential conflict of interest between the role of a public servant and the role of a member of a statutory body, Ministers will not generally appoint public servants to statutory bodies unless there are special circumstances. The Cabinet circular which outlines this expectation, CO(02)5 *Appointment of Public Servants to Statutory Boards*, sets out the special circumstances where public servants can be appointed to statutory bodies.

A public sector employee who is appointed to the Board will not be double paid for their job (as a Board member and as a public sector employee).

### Appointee information held

Information on those appointed to the Authority is collected and securely held by the Public Service Commission in a specialist system, ‘AppointNet’. For more details, please see the privacy statement at

[www.publicservice.govt.nz/system/crown-entities/crown-entity-resource-centre/appointnet-privacy-protocol](http://www.publicservice.govt.nz/system/crown-entities/crown-entity-resource-centre/appointnet-privacy-protocol).