boabc

Serving the Province of British Columbia for over 50 years

TITLE: **CODE STUDY SESSIONS - ADMINISTRATIVE PROCEDURES**   **3.1**

DATE APPROVED: September 23, 2006   **SIGNED:** Frankie Victor (Secretary)

POLICY:

Study Sessions Not Sponsored by BOABC: *Note: Study sessions include courses*

The host Municipality is responsible for all aspects of in-house study sessions and non-BOABC sponsored study sessions. Financial support is not provided by BOABC, costs are not incurred by BOABC and revenues are not forwarded to BOABC.

BOABC Sponsored Study Sessions:

To schedule a study session, a Zone Director is to forward a written request to the BOABC office at least four (4) weeks in advance of the desired scheduled study session. The request is to outline:

   (a)   the level of instruction required;

   (b)   the jurisdiction in which the study session is to be held;

   (c)   the anticipated number of registrants.

   (d)   the suggested date or desired time frame for the study session, and;

   (e)   the name, address phone and fax numbers and E-mail address of the Member responsible for organization of the study session.

The BOABC office will forward the request to the Vice- President, Education, who in turn will contact the organizer and advise who will be the assigned instructors/facilitators.

The **ORGANIZER** of the study session is responsible to**:**

(a)   Provide the Instructor(s)/Facilitator(s) with a list of nearby hotels/motels, including the name, address, phone number and applicable room rates.

(b)   Make arrangements for classroom/meeting space and ensure that all instructional equipment or aids are provided as required.

(c)   Collect a minimum participant fee as established from time to time by the certification Committee and endorsed by the Executive Committee.   *(Note: GST to be included)*

(d)   Obtain a receipt book to issue receipts;

(e)   Provide a receipt to each registrant;

(f)   Submit an attendance record, an accounting of payment, copies of issued receipts and all monies, to the office of the BOABC .

> *Note: Refer also to Policy 3.2 regarding organizational requirements for BOABC sponsored study sessions.*

The **INSTRUCTORS/FACILITATORS** ASSIGNED TO THE Study Session will arrange their own:

(a)   accommodation (obtain receipts for all expenditures)

(b)   travel arrangements, and;

(c)   meals.

Reimbursement for the above expenses require the submission of receipts. Expenses for meals will be reimbursed at the rates outlined in *Policy 2.1 " Executive Meetings - Travel & Related Expenses"*.

Instructors/Facilitators shall submit an anticipated expenditure proposal to the Treasurer and Vice-President, Education, for approval prior to incurring any expenditure or attending any Study Session.

On completion of the Study Session, each Instructor/Facilitator shall submit a written claim for expenses supported by appropriate receipts, to the BOABC Treasurer c/o the BOABC Office.

POLICY OBJECTIVE:

To provide an administrative outline to inform Members of the responsibilities involved in scheduling a Building Code Study Session.

Definitions:

(a) **In-House Study Session:**   an education session conducted by a Municipality for its own staff or Zone members using its own staff as instructors/facilitators but not involving the Education Committee of BOABC.

(b) **Study Session Not Sponsored by BOABC:**   an education session scheduled for a Zone Which is not facilitated by the BOABC Education Committee, and not sponsored by the BOABC.

(c) **BOABC Sponsored Study Session:**   an education session scheduled for a Zone, as requested through the Education Committee of BOABC

POLICY JUSTIFICATION:

Providing a clear explanation of what is involved in scheduling a Study Session and what constitutes a BOABC sponsored Study Session is required for Members wishing to be involved in either organizing or facilitating such sessions. Clarifying the procedures to follow should both encourage and assist in the scheduling of Study Sessions.