



# boabc

Serving the Province of British Columbia for over 50 years

<b>TITLE:</b> DIRECTORS, COMMITTEE MEMBERS, OTHER PERSONS ACTING ON BEHALF OF BOABC	<b>2.7.4</b>
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**DATE APPROVED:** January 24, 2010

**SIGNED:** Frankie Victor (Secretary)

## Qualifications and Selection

All members of the Executive Committee, members of committees of the BOABC and other persons acting on behalf of the BOABC should have appropriate background, knowledge and experience to undertake their respective duties.

## Purpose

To ensure that the goals and activities of the BOABC remain consistent with those of its members and with those of professional building officials generally. And to ensure that Committees are provided with a clear mandate and guidelines to carry out their duties.

## Application

1. Executive Committee members should have the following qualifications:
  - Currently practicing as a building official, or has practiced for at least five out of the past ten years, or manages practicing building officials.
  - Member in good standing with the BOABC for at least two years.
  - The Minister may also appoint to the Executive Committee up to four individuals who are not members of the Association [Article 7(4) Building Officials' Act SBC 1997].
  - The Executive Committee shall appoint to the Executive Committee person(s) to the position of Secretary and/or Treasurer, as per section 15 of the BOABC Bylaw and section 7 of the BOA Act [SBC 1997].

2. Committee members should have the following qualifications:
  - The Chair[s] of the Certification Committee, Education Committee and Membership Committee must be an elected Vice President recommended by the President and approved for appointment by the Executive Committee; and, as Chair, shall select Members to serve on the committee.
  - The Head[s] and/or Chair[s] of other special committees, as formed by the President, or by the Executive Committee must be members in good standing for at least two years.
  - Currently practicing as a building official, or has practiced for at least three out of the past five years, or manages practicing building officials.
3. Terms of reference shall be provided to each Committee, as formed by the President or the Executive Committee.
4. The general membership shall not strike a Committee: however, any committee requested by the general membership, if so approved by the President, shall fall under the responsibility of a designated Vice President.

#### **Duties/responsibilities of the Executive Committee**

The Executive Committee shall be the governing body of the Association and shall conduct the business of the Association in accordance with the Act, Bylaws and Policies including:

- Establish the strategic purpose and values of the BOABC.
- Exercise financial oversight and fiduciary responsibility for the BOABC.
- Establish formal and informal reporting requirements between the Executive Committee and any committees of the Executive.
- Establish, approve and review policies, particularly those related to governance of the BOABC and its members.
- Avoid real or perceived conflicts of interest. Where a potential conflict of interest exists, an Executive Committee member is expected to declare the conflict and to act in accordance with BOABC policies for resolution or avoidance of the conflict, including signing and abiding by the BOABC Notice of Compliance.

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- Engage in developmental activities to improve Executive Committee performance and ensure best practices in Executive Committee procedures.
- Respect the authority of the Chair, and exercise only such authority as is granted individually or collectively by Executive Committee governance policies.
- Ensure that only the President speaks publicly on behalf of the BOABC, unless the Executive Committee or President has specifically authorized another spokesperson.

**Responsibilities and Duties of committee members and other persons acting on behalf of the BOABC**

Committee Members shall:

- Review and be guided by the Policies/Terms of Reference for the committee, including signing the BOABC Notice of Compliance.
- Develop, in conjunction with the Executive Committee, an annual program of work for the committee and to submit written reports to the Executive Committee as directed.
- Respect the authority of the chair of the committee and/or head of the committee, and communicate to the Executive Committee through the chair, or through such lines of communication as may be established by the Executive Committee and/or President.
- Avoid and declare potential conflicts of interest, according to BOABC policies and procedures and the Notice of Compliance.
- Prepare for and participate fully in all discussions and decisions of the committee.
- Ensure that decisions that create budgetary implications or expose the BOABC to potential risk are flagged for specific attention by the President, Executive Committee and/or Executive Director.
- Ensure that budgetary constraints are known and respected.

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Other persons acting on behalf of the BOABC through a committee, or by personal or employment agreement or contract shall:

- Review and be guided by the Policies/Terms of Reference for the work they have been contracted/assigned to do.
- Respect the authority of the chair of the committee or individual to whom they report and/or communicate to the committee through such lines of communication as may be established by the committee, individual or Executive Committee.
- Avoid and declare potential conflicts of interest.

### **Annual Undertaking**

Undertakings to abide by this Policy shall be signed each year by committee members and other persons acting on behalf of BOABC by completing the Notice of Compliance.