



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	THE HEAD PURPOSE & RESPONSIBILITIES	2.8
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DATE APPROVED: January 24, 2009 **SIGNED:** Frankie Victor (Secretary)

Policy

The Head maintains records of persons who have applied for and achieved membership and/or certification(s) under the BOABC Certification program and the National Certification [ACBOA] program.

Application

The Head has overall responsibility to keep records for document control and information management within the BOABC Certification Programs.

Tasks

Work activities and responsibilities (These responsibilities may be delegated to an administrator):

- Maintains a register to record the name of each member in good standing and to identify each member who is a registered building official.
- Maintains and coordinates clerical and educational records for all individuals who have applied for and achieved membership and/or certification within the Certification Program, including the application for certification and supporting materials, attendance records, personnel reports and records of disciplinary proceedings, appeals and complaints.
- Maintains its records by checking for completion and accuracy and ensures all information is entered into the BOABC database, along with any course or information changes.
- Maintains a database of information on individuals who are within the BOABC Certification and the National Certification Program [ACBOA] to support verification requirements.

- Provides a certificate as proof in the absence of evidence to the contrary that (a) a person is or is not a member of the association; (b) a member is or is not in good standing and (c) a member is or is not a registered building official.
- Records and tracks participation activity credits for members for the Continuing Professional Development program maintenance requirements.
- Notifies persons who have been granted a designation (including RBO, BCQ) should they no longer be in good standing.
- Enforces against unauthorized use of designations (including the RBO and BCQ titles) and against unauthorized use of trademarks and certification marks.

Privacy

Member information considered private, as per the BOABC Confidential information and document control policy and “FOIPPA”, must be kept private. The Head shall be entitled to release information on individuals within the certification programs only when approved in writing by said individual, or on request of a regulatory or certification authority, or on direction of a court or regulatory body of competent jurisdiction.

1. The Association considers the following member information to be public information:
 - Member name
 - Member Employer
 - Member City or Town
 - Member Status
2. The Head is responsible for ensuring that the general provisions for releasing and maintaining member information are followed. These responsibilities may be delegated to an administrator.