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| TITLE: MEMBERSHIP COMMITTEE PURPOSE & COMPOSITION 5.0 |
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DATE APPROVED: January 24, 2009

SIGNED: Frankie Victor (Secretary)

Policy

The Membership Committee establishes communication, conference and member recognition services to promote and support the Association.

Purpose

This Policy has been created to ensure that all persons who are members of the Association shall have access to relevant information.

Application

The Responsibilities of the Membership Committee include:

- Retain and develop the BOABC website, e-news and email services as a principal means of communication and reporting to members.
- Support and assist the coordination of activities of the annual BOABC Conference & AGM and the organizing committee.
- Provide recognition of members and others for service to the Association.

Process for Reviewing and Modifying Membership services

The Membership Committee shall conduct a basic review of Association services once per year. The review will take into consideration:

- Changes to the Building Code and referenced standards.
- Modifications to the BOABC and/or National Certification Programs.
- Other issues relevant to the membership.

Should the Membership Committee determine through this review that the services should be changed; the Membership Committee will create a report to the Executive Committee recommending changes and supporting the changes with research and information. The BOABC Executive Committee would approve changes (to take effect on a defined date) through the motion process, if required.

At least one month, prior to the date when changes to Membership services take effect, all BOABC members must be informed of the changes through one or more of the following mechanisms: email, newsletter or web site announcement.

Composition of the Membership Committee

1. The Membership Committee:
 - Shall consist of a majority of practicing building officials, or building officials who have practiced for at least three out of the past five years, or manages practicing building officials.
 - Can include non-building officials.
 - Should represent building officials from various zones.
 - Should include at least one member certified to the RBO level.
2. Members of the Membership Committee are appointed by the Executive Committee on the recommendation of the Chair of the Membership Committee.