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TITLE:	BOABC CODE STUDY SESSIONS - ORGANIZATIONAL REQUIREMENTS	3.2
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)

POLICY:

BOABC Sponsored Study Sessions:

Companion Document to Policy 3.1 “ Code Study Sessions - Administrative Procedures”

The following requirements shall apply to all BOABC sponsored study sessions:

- (a) Minimum confirmed number of participants (registrants) shall be 20 for the Lower Mainland, Vancouver Island South, Vancouver Island North and South Central Interior (Okanagan) Zones, and 15 for the remaining Zones.
- (b) The Zone shall identify the Member responsible for Organizing the Study Session (**Organizer**) when submitting a written request for a study session to their Zone Director.
- (c) The Zone Director shall forward the written request to the BOABC Administrative Office, at least four (4) weeks in advance of the proposed date of the Study Session.
- (d) The **Organizer**, based on anticipated number of participants, is to arrange for a suitable Meeting room. It is recommended that the room be set up “classroom style” with tables to allow for participant work space. There should be a podium or a table for the Instructor/Facilitator. Arrangements for audio-visual equipment (slide projector, overhead projector, flip-charts and pens and a screen) are to be confirmed with the instructor/Facilitator.
- (e) The **Organizer** shall provide the Instructor/Facilitator with a list of three nearby motels/hotels, including name, address, telephone number and room rates. This needs to be provided to the Instructor/Facilitator at least ten days in advance of the Study Session.

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- (f) The **Organizer** shall confirm to the Instructor/Facilitator, the actual number of participants registered, at least ten days in advance of the Study Session.
- (g) The **Organizer** should consider making arrangements for coffee/juice breaks as follows:
 - Half-day or evening session:** One 15minute break halfway through the session
 - Full-day session:** Coffee/juice supplied prior to starting the session and one mid-morning and one mid afternoon.
- (h) The **Organizer** should consider making arrangements for lunch for all participants, if possible.
- (i) Participants’ fees are outlined in Policy 3.1 “*Code Study Sessions - Administrative Procedures*”.
- (j) Expenses for such items as: study session meeting rooms, equipment rental, any meals or refreshments provided, are not to be charged to BOABC. These expenses may be included in the fees to attend the Study Session but are in addition to and separate from the participant fees outlined in item (I) above.
- (k) All fees are to be collected from the participants prior to the Study Session. This is required to ensure adequate numbers are committed to attend and the session is not delayed to accommodate registration at the session.
- (l) The **Organizer** is to provide evaluation forms to the participants, collect completed forms and forward the completed forms directly to the Vice-President of Education.

POLICY OBJECTIVE:

To provide organizational procedures for arranging and scheduling of BOABC sponsored Building Code Study Sessions.

POLICY JUSTIFICATION:

Administration for Study Sessions has been decentralized with the responsibility being allocated to the Zone Directors. These procedures are to clarify the organizational needs and responsibilities to those responsible for scheduling and delivering BOABC sponsored Code Study Sessions.