

POLICY MANUAL



NEW BRUNSWICK BUILDING OFFICIALS ASSOCIATION

September 28, 2007

NBBOA Code of Conduct

Policy Statement

Members of the Executive, members of all committees of the NBBOA and other persons acting on behalf of the NBBOA shall at all time conduct themselves in a professional manner and in accordance with the Executive and Committee Member Code of Conduct. The Code of Conduct is attached as Appendix A to this Policy.

Purpose

This policy has been created to ensure that all members of the Executive, members of all committees of the NBBOA and other persons acting on behalf of the NBBOA adhere to common standards of personal conduct and commit to clear performance expectations in carrying out the business of NBBOA.

Application

This policy applies to all members of the Executive, members of all committees of the NBBOA and other persons acting on behalf of the NBBOA. The President shall ensure that all members of the Executive, members of all committees of the NBBOA and other persons acting on behalf of the NBBOA are aware of their responsibilities as defined in the Code of Conduct. Breach of the Code of Conduct may be cause for removal of a member from service on a committee or such other duties as they are carrying out on behalf of the NBBOA.

Responsibility

Body

President

Action

1. Ensures that the Code of Conduct is reviewed annually at the first meeting of the Executive, or as soon as practical after the election of the Executive.
2. Ensures that all members of the Executive complete and sign the notice of compliance with the Code of Conduct, and that such notice is updated upon election or re-election at the first meeting of the Executive after the Annual General Meeting. The notice of compliance is attached as Appendix B to this policy. (Note: members of the Executive may complete one notice, listing all applicable positions held.)
3. Advises members of the Executive if their conduct appears to be in breach of the Code of Conduct, and if necessary, assists

Body

Action

members to achieve compliance.

4. Advises the General Membership if any Executive member is repeatedly/incorrigibly in breach of the Code of Conduct.
5. Assists Committee Chairs to ensure that members of committees of NBBOA comply with the Code of Conduct.

Committee Chairs

1. Ensure that the Code of Conduct is reviewed at the first meeting of any newly formed committee, or as soon as practical after the appointment of any new member to the Committee.
2. Ensure that all members of Committees and other persons acting on behalf of the NBBOA through the Committee complete and sign the notice of compliance with the Code of Conduct, and that such notice is updated annually, usually at the first meeting of each committee after the Annual General Meeting. The notice of compliance is attached as Appendix B to this policy. (Note: members who have been appointed to more than one committee may complete one notice, listing all applicable positions held.)
3. Advise the President annually that all members of the Committee and other persons acting on behalf of the NBBOA through the Committee have signed/updated their notices of compliance.
4. Advise members of the Committee and other persons acting on behalf of the NBBOA through the Committee if their conduct appears to be in breach of the Code of Conduct, and if necessary, assist members to achieve compliance.
5. Advise the President if any member of the committee and other persons acting on behalf of the NBBOA through the Committee is repeatedly/incorrigibly in breach of the Code of Conduct.

Certification Committee

Policy Statement

The Certification Committee engages in activities that support the Executive's decisions on who is within the certification program and at what stage.

Purpose

This policy has been created to ensure that all persons involved in the Certification Process of the NBBOA adhere to the competence requirements identified below.

Application

- The Certification Committee makes recommendations to the Executive on who should be within the provincial certification program and at what stage.
- The Certification Committee shall:
 - Gather individual member information that supports applications for certification from training providers, examiners, and other sources
 - Compare the information to certification criteria
 - Determine whether certification requirements have been met.
 - Recommend to the Executive the stage of the provincial certification program where the individual should be placed. (The Executive makes the final decision on who will be within the provincial certification program and at what stage.)
- The Certification Committee will conduct a basic review of the certification program at least once each year. The review will consider:
 - Changes to Building Code
 - Modifications to the NOS document
 - Modifications to the National Certification Program
 - Other issues relevant to certification
 - The adequacy of the certification maintenance requirement
- Should the certification committee determine through this review that the certification program (or process) should be changed; the Certification Committee will create a report to the Executive recommending changes and supporting the changes with research and information. The Executive would approve changes (to take effect on a defined date) through the motion process.
- The Certification Committee will NOT be involved in training or examining candidates for any level of certification.

Responsibility

Members of this committee shall have the following competence requirements.

- Member in good standing for at least 2 years

- A minimum of at least the first level of certification as listed in the by laws
- At least one member shall have the level of certification being applied for.
- All members shall be familiar with the certification scheme
- At least one member fluent in both official languages
- Thorough knowledge of exam methods and documents
- Appropriate competence
- Impartial and non discriminatory

Education Committee

Policy Statement

The Education Committee engages in activities that support the Executive's decisions to promote and encourage continuing education in the field of building inspections.

Purpose

This policy has been created to ensure that all persons involved in the Education Process of the NBBOA adhere to the competence requirements identified below.

Application

The Education Committee develops and maintains a professional studies program as per the By-Laws of the NBBOA. The Education Committee shall set guidelines and develop policies for training and development programs leading to certification.

The Education Committee shall:

- Gather individual member information so as to facilitate course selection.
- Appoint or otherwise select a chairperson
- Responsible for the recruitment and training of course instructors
- Compare course needs to certification criteria
- Arrange for course location and preparation of course material
- Arrange for coordination and facilitation of education courses
- Review any educational information that may be supplied to the Association
- Review and determine value of various courses and seminars with respect to learning credits
- The Education Committee will conduct a basic review of the educational needs of the membership on an annual basis
- Other issues relevant to Education
- Submit monthly reports to the Executive
- Review, update and adhere to Education Policy dated February 2003
- The Education Committee will NOT be involved in any aspect of Certification of its members

Responsibility

Members of this committee shall have the following competence requirements.

- Member in good standing for at least 1 years
- All members shall be familiar with the Education criteria

- At least one member fluent in both official languages
- Knowledge of exam methods and documents
- Impartial and non discriminatory
- At least one member who has obtained certification by the Certification Committee of the NBBOA

Document Control

Policy Statement

Members of the Executive and members of all committees of NBBOA shall at all times safeguard in professional manner any and all information regarding the Association.

Purpose

This policy has been created to ensure that all documents pertaining to the operation of the NBBOA are received, distributed, acted upon and stored in such a manner so as to ensure the confidentiality of the members and the security of the NBBOA.

Application

This policy applies to all members of the Executive, to all members of all committees of NBBOA, persons under contract or any other individual or group independent or otherwise. A single data base of member information shall be maintained to support the requirements of the NBBOA, as well as the legal requirements of the association under Bill 27- An Act Respecting Building Officials and the New Brunswick Building Officials Association

- Association records must be protected from loss, damage, unauthorized access, and tampering

Responsibility

The document control responsibilities rest with the following positions.

All individuals or groups shall ensure the safe storage of all papers and electronic information and documents and submit to the Registrar backup copies of same.

1. The Secretary of the Association holds overall responsibility for governance records (minutes, etc) and general records. This responsibility may be delegated to an administrator
2. The Treasurer of the Association holds overall responsibility for financial records.
3. The Registrar of the Association holds overall responsibility for member records and conforms to the requirements identified under Bill 27- An Act Respecting Building Officials and the New Brunswick Building Officials Association.
4. All records shall be kept in secure, protected locations with access controlled and limited to specified persons. For example:
 - Printed documents that are removed from the filing system must be signed out.
 - Back up copies of original printed documents must be kept in a separate secure location.

- Access to various types of documents will be limited to specified persons.
 - Electronic records must be backed up regularly, with backups stored in a separate secure location.
 - Access to electronic records must be controlled using passwords, with various people able to access or modify various records.
5. The Registrar shall determine which people will have access to which records.

Appendix A

Code of Conduct

NBBOA Executive of Directors and Committees of the Executive

General Standards of Personal Conduct:

- Members of the Executive of NBBOA or a member of a committee appointed by the Executive shall:
- Respect the rights, dignity and worth of all other persons;
- Regardless of how he/she becomes an Executive or committee member, be responsible first and foremost to the welfare of NBBOA.
- Conduct themselves openly, professionally, lawfully and in good faith in the best interests of NBBOA;
- Behave with appropriate decorum;
- Be fair, equitable, considerate and honest in all dealings with others;
- Exercise due diligence in upholding their fiduciary responsibility to the membership of NBBOA;
- Respect the confidentiality appropriate to issues of a sensitive nature and paying particular attention to the rights of members and other committees.
- Ensure that all members are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight;
- Respect the decisions of the majority and resign if unable to do so; and
- Commit the time to attend meetings and to be diligent in their preparation for and participation in discussions.

General Duties/Responsibilities of Members of the Executive:

The Executive of NBBOA shall:

- Establish the strategic purpose and values of the association.
- Exercise financial oversight and fiduciary responsibility for the association on behalf of its members.
- Establish formal and informal reporting requirements between the Executive and any committees of the Executive.
- Establish, approve and review policies, particularly those related to governance of the association or its members.
- Avoid real or perceived conflicts of interest. Where a potential conflict of interest exists, a member of the Executive is expected to declare the conflict and to act in accordance with established policies for resolution or avoidance of the conflict.
- Engage in developmental activities to improve Executive performance and ensure “best practices” in Executive procedures.

- Respect the authority of the Chair, and exercise only such authority as is granted individually or collectively by Executive governance policies.
- Ensure that only the Chairperson of the Executive speaks publicly on behalf of NBBOA, unless another spokesperson has been specifically authorized by the Executive.

General Duties/Responsibilities of Members of Committees:

Members of committees of the Executive of NBBOA and persons appointed by the Executive to serve on other committees of NBBOA shall:

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

General Duties/Responsibilities of other persons acting on behalf of the NBBOA through a Committee or by personal contract:

- 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 are reporting and communicate to the committee or individual through such lines of communication as may be established by the Executive.
- Avoid and declare potential conflicts of interest, according to Executive policies and procedures.

Appendix B

Notice of Compliance Code of Conduct

I certify that I have read and agree to comply with the Code of Conduct for members of the Executive, Committees of the NBBOA and other persons acting on behalf of the NBBOA through a Committee.

Name:

Position(s):

Signature:

Date:

Annual recertification of compliance:

Date:

Position(s):

Signature:

Appendix C

Registrar

New Brunswick Building Officials Association

The Registrar maintains and coordinates clerical and educational records for all members of the Association and non-members partaking in educational courses. The Registrar will keep and maintain records starting with the application for membership and continuing through to cessation from the Association. They maintain these records by checking for completion and accuracy and then ensuring all information is entered into the NBBOA database, along with any course or information changes. The Registrar keeps concise, detailed and accurate documentation on all members and has overall responsibility for document and information management.

The Registrar will work within the guidelines of Bill 27- An Act Respecting Building Officials and the New Brunswick Building Officials Association

The NBBOA Registrar maintains attendance records, personnel reports and shall be knowledgeable in clerical and administrative procedures such as word processing, managing records, files and other office procedures. He or she should be able to analyze, solve problems and make decisions quickly and accurately. They provide requested or necessary information to members of the Executive, the Certification Committee and the Education Committee.

The Registrar requires a person that is responsible, reliable, and dependable and realizes the importance of fulfilling obligations. With membership anticipated to increase due partly to proposed legislative changes the Registrar must have the ability to show patience, good communication skills, working well under pressure, remaining calm under stressful or difficult situations and a cooperative attitude.

Common work activities include:

- Providing information form for new members.
- Checking the accuracy and completeness of the forms, checking for errors or omissions and contacting applicants or employers for clarification.
- Entering all data into the computer system developed to track members throughout their tenure.
- Updating and correcting information in the database for each member as required.
- Tracking attendance at meetings and educational seminars.
- Providing necessary information on members to the Executive and Education Committee as required.
- Confirm and document member status.
- Release of membership information as requested in writing only by said member.