



Section 5 EDUCATION

5.01 Education Committee

Approved: 2017-11-21

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe a committee to oversee planning, delivery and records for courses and exams.

Policy and Procedures

The Education Committee consists of the following SBOA members:

- the elected Education Chair,
- a majority of practicing Building Officials or managers of Building Officials, which includes at least one Certified Building Official Level 3, and
- member(s)-at-large.

Members are appointed by the Chair, at a time determined by the Directors or when a vacancy occurs, and subject to confirmation by the Directors. All committee members are required to comply with [2.01 Volunteers Qualifications and Responsibilities](#).

Members with knowledge of education and training methods and delivery are preferred. Other individuals as determined by the Chair, who are not SBOA members but who can provide specialized knowledge and experience with education and training methods and delivery, may participate in Education Committee meetings and activities. These individuals are not members of the Education Committee.

The Education Committee and/or its members are NOT permitted to be involved in certification of members.

The responsibilities of the Education Committee are:

- gather information about educational needs of members to facilitate and develop professional studies,
- identify and/or develop a set of courses and exams which support certification and continuing professional development,
- deliver education and training services to members and others (see [5.02 Course Delivery](#)),
- identify courses, which may enhance the knowledge of Building Officials, that are developed and/or delivered by others, and provide information about availability of these courses to members,
- oversee Registrar's provision of services to SBOA (see [5.03 Exam Delivery](#)) and hear and determine exam result appeals (see [5.04 Exam Results Appeals](#)),
- recruit and accept qualifications of and/or train a pool of course instructors,
- periodically review and update courses and exam question banks (see [5.05 Updating Courses and Exam Question Banks](#)),
- determine whether member education and exam requirements have been met,

- maintain a controlled, secure list of courses delivered showing the ID code, dates, location, and instructor(s) and students names,
- maintain a controlled, secure education file for each member who has enrolled for a course or exam, that includes the registration, ID code, dates of completion and results, correspondence, and any other pertinent information (see [9.01 Records Control and Security](#)),
- advise the Board of Directors when and how SBOA bylaws and policies require updating,
- select a Vice Chair to act when the Chair is unavailable,
- set its meeting procedures, record meeting minutes ([form 10.05](#)) and file minutes with the Secretary,
- prepare and submit annual budget request by November 1 ([form 10.06](#)),
- any other matter as directed by the Directors.

Application

SBOA Education Committee Chair and members.

Notes

Based on information from [SBOA Bylaws](#) Sections 9 and 10, BOABC, NSBOA, MBOA.