



## ***Section 2 GOVERNANCE***

### **2.01 Volunteers Qualifications and Responsibilities**

Approved: 2017-03-30

Latest Revision Date: 2018-03-08

Review Required: 2022

#### **Intent**

To set minimum qualification requirements and to set standards of conduct for SBOA members when acting on Association matters.

#### **Policy and Procedures**

SBOA volunteers, including Executive Officers, Directors, Committee members, and ad hoc and appointed volunteers, shall be members in good standing of the SBOA for at least 2 years, unless otherwise stipulated in policy statements or approved on a case-by-case basis by the Board of Directors. Executive Officers and Directors are Active members as described in the bylaws.

Volunteers need email and internet capability, and should be able to make alternate arrangements to access online file sharing and backup applications (such as Dropbox) and web meeting applications (such as GoToMeeting) where their primary accounts prohibit such access. Volunteers who are granted access to SBOA online files must only use password protected devices and applications for access, and follow best practices for online security.

#### ***Code of Conduct***

In addition to the provisions of the ***Code of Ethics***, all SBOA volunteers are expected to:

- CC1. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of SBOA.
- CC2. Uphold and advance the integrity, honour and dignity of SBOA.
- CC3. Strive to increase public knowledge and awareness of SBOA and building regulations.
- CC4. Exercise due diligence in upholding their fiduciary responsibility to the membership of SBOA.
- CC5. Avoid occurrence of or appearance of conflict of interest and personal bias and, where such situations arise, fully and immediately disclose the circumstances.
- CC6. Respect the confidentiality appropriate to issues of a sensitive nature, pay attention to the rights of members, and protect the privacy of personal information.
- CC7. Give sufficient opportunity of expression, due consideration and weight to all opinions of other members in meetings, and respect the decisions of SBOA officers and directors.
- CC8. Commit the time required and participate actively when volunteering for SBOA.

No provision in a contract, the articles, the bylaws or a resolution relieves a director or officer from the duty to act in accordance with *The Non-profit Corporations Act* or the regulations or relieves him or her from the liability for a contravention of the Act or the regulations.

Volunteers may claim reimbursement for travel and accommodation expenses while acting on Association matters, in accordance with [8.04 Reimbursement for Expenses on SBOA Business](#). No remuneration is paid.

Executive Officers and Directors are required to annually sign the Annual Code of Conduct Declaration ([form 10.03](#)). Completed forms are to be submitted to the Secretary and a copy filed on member's general membership file.

To assist the Treasurer in completion of their duties, all volunteers are expected to promptly submit invoices, expenses, budgets, a copy of all signed contracts, and any other financial documents to the Treasurer's attention.

### **Application**

All SBOA members when acting on Association matters.

### **Notes**

Based on information from [SBOA Bylaws](#) Section 11(5), BOABC, NBBOA, ISO 17024 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2.", *The Non-profit Corporations Act, 1995* Section 109.

Based in part on 2007-05-28 SBOA Certification Policy 1B - Association Director and Certification Committee Member Qualification and Policy 1C - Director and Committee Member Conflict of Interest and Personal Bias (recommended for compliance with CAN-P-9 that was reissued as ISO/IEC 17024:2012). Required for compliance with ISO/IEC 17024:2012 "Conformity Assessment - General requirements for bodies operating certification of persons, 9.7.2."