



# boabc



Founding Partner of

## Executive Committee

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VICE PRESIDENTS  
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Stephen Cote-Rolvink  
Gary Deane  
Catherine Ernst  
Robert Gutierrez  
Charlie Hoeller  
Roye Lovgren  
Doug Patan

EXECUTIVE DIRECTOR  
Derek Townson



May 15-18, 2016

**Brian Champlin, Vice President Member Services**

**Member Services Committee Report**

**Strategic Business Plan – Promote and Support Volunteer Involvement**

**Strategic Plan Priorities:**

- **Priority #5 Increase and Support Volunteer Opportunities**

Increased volunteer involvement is BOABC's fifth highest priority.

The BOABC has many opportunities for individuals within the organization to volunteer their time throughout the year; whether it is volunteering their time on the long term committees such as the executive committee as a zone director, vice president, secretary, treasurer, registrar, historian, or president, many opportunities exist for those who wish to get involved.

There are also other committee positions that are chaired by the vice presidents where many volunteers are required such as sitting on the Education Committee, Certification Committee, Examination Committee and Member Services Committee.

Each year the spring conference requires many volunteers to help with promoting and advertising for the trades fair and other areas of the conference. These positions and others will be posted on our website to keep our members informed when opportunities are available to either sit on a committee or where extra help is required for education conferences, training seminars and other functions put on by the BOABC.

**Benefits of becoming a Volunteer:**

The benefits of becoming a volunteer provide each of us an opportunity to give something back to the membership and building community. It provides us with the personal satisfaction of knowing that we did are part to help someone else achieve their goals, by sharing our knowledge, skills, ideas and thoughts with them. Volunteering provides an opportunity to meet new people and expand our network and grow as individuals, mentors and mentees.

Building Officials' Association of BC - Head Office  
Suite 205, 3740 Chatham Street, Richmond, BC V7E 2Z3  
604-270-9516 ph / 604-270-9488 fax / email: info@boabc.org  
[www.boabc.org](http://www.boabc.org)



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**Action Items in Progress:**

1. Develop a volunteer involvement plan;
2. Create a job description for a part time Volunteer Coordinator;
3. Create a survey for volunteers and members interested in becoming volunteers and distribute to the general membership;
4. Tabulate results of volunteer survey and conduct telephone interviews with prospective volunteers, to address and resolve member concerns and match volunteers to membership needs;
5. Create a volunteer application form to be posted on the new BOABC Website for ongoing volunteer registration;
6. Post all up and coming volunteer positions on the website in the news and calendar categories;
  
7. Reward volunteers with 'CPD' Continuing Professional Development Points and Certificates of Appreciation;

**Actions Pending:**

6. Electronic Application Forms to be posted onto the website and volunteer positions posted in the news and calendar categories;

**Actions Completed:**

1. A Volunteer involvement Plan has been developed and implemented to track the progress towards increased volunteer involvement;
2. A Job Description for the Part Time Volunteer Coordinator was developed and passed on to the executive director to implement;
3. A survey was created and distributed to the general membership shortly after the implementation of the Strategic Business Plan;
4. A list of volunteers was generated from the survey results and all of the prospective volunteers were contacted by telephone to find out where their interests are and which committees and positions they would be interested in serving on;
5. Electronic Volunteer Application Form completed and ready for posting;
6. Pending;
7. Volunteers are being rewarded with CPD Points and Certificates of Recognition.

**Financial Implications (Budget Requirements)**

Endeavors such as these have associated costs that must be measured in both time and money. While the financial costs are limited, the allotment of personal time can account to many hours of personal enjoyment by helping those in need.

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**Budget: Estimated resources per year \$2000.00**

In closing, our final strategic priority has now come to fruition with many hours of research gathering information and putting everything together for the benefit of our members, now and in the future.

If you would like to volunteer in any capacity with the organization, please contact the BOABC Head Office today. You will be glad you did!

Respectfully submitted,

Brian Champlin, RBO, CRBO,  
Vice President Member Services,  
BOABC

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