

# TERMS OF REFERENCE – CERTIFICATION WORKING GROUP

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## 1. PURPOSE

- 1.1. The Executive Committee (Executive) of the Building Officials' Association of British Columbia (Association) has established the Certification Working Group (working group) to comprehensively review and recommend enhancements to certification and designation programs for building and plumbing officials under the *Building Officials' Association Act*.

## 2. COMPOSITION AND ORGANIZATION

- 2.1. The working group will be comprised of no less than five, but no more than seven members.
  - a. Within these parameters, the working group will be comprised of at least three members of the Executive and at least one member who is not a member of the Executive.
  - b. The composition of the working group should include representatives from different geographic regions and local authorities, but a representative from each Association zone is not required.
- 2.2. As a working group established by and reporting to the Executive:
  - c. the Executive must approve the working group terms of reference, and any subsequent revisions to the terms of reference.
  - d. the Chair of the working group must be a member of the Executive.
  - e. the Executive appoints all members to the committee, including the Chair, and may remove any member at its sole discretion.
- 2.3. Each member shall continue to be a member of the working group until a successor is appointed, unless a member resigns or is removed by the Executive.
  - a. The Executive may fill a vacancy that occurs at any time.
- 2.4. Matters before the committee are decided by a simple majority.
- 2.5. Quorum for the working group is a simple majority of voting members.
- 2.6. The working group shall meet quarterly at the call of the Chair.
- 2.7. Staff support for the working group is provided through the Executive Director.
- 2.8. The President is an ex-officio and non-voting member of the working group.

## 3. SCOPE AND RESPONSIBILITIES

- 3.1. Subject to the powers and duties of the Executive, the working group is responsible for the following deliverables and activities in relation to certification and designation programs established under the *Building Officials' Association Act*:
  - a. a project plan that establishes timelines, accountabilities, change management and communication plans;
  - b. research into credential programs administered by other organizations;

- c. proposing program outcomes and requirements for consultation with stakeholders;
  - d. consulting stakeholders, and reviewing and addressing feedback; and
  - a. recommending program outcomes, requirements, criteria, and performance measures to the Executive for approval.
- 3.2. The following deliverables and considerations are not included in the working group scope:
- a. developing and implementing business process, including application forms, templates and other supporting documents;
  - b. developing and implementing database, website and other system changes;
  - c. staff function and allocation;
  - d. drafting of corporate bylaws, policies and procedures to implement approved program changes; and
  - e. changes to the qualification program established under the *Building Act*.

#### 4. ACCOUNTABILITY & TERM

- 4.1. The working group is established by and reports to the Executive.
- 4.2. The working group is not a decision-making body. Rather, the working group is established to provide the Executive with recommendations and advice regarding potential changes to existing certification and designation programs.
- a. The Chair will provide a written update on the working group progress against the approved project plan for discussion at regular meetings of the Executive. Minutes of any working group meetings held since the last Executive meeting will be included with the written update provided by the Chair.
- 4.3. Working group members must annually reaffirm their adherence to the Code of Ethics and Oath of Confidentiality.
- 4.4. The term of the working group is limited to completion of this specific project as defined by its work plan.

#### 5. DOCUMENT AMENDMENTS

- 5.1. These Terms of Reference will be reviewed and evaluated annually by the working group and changes may be recommended to the Executive for consideration and approval.

#### 6. VERSION APPROVAL HISTORY

Date	Action
April 12, 2022	Working Group Terms of Reference approved by Executive.