TERMS OF REFERENCE - EXECUTIVE COMMITTEE

1. DEFINITIONS

1.1. Unless otherwise defined in these terms of reference, terms defined in the *Bylaws* have the same meaning when used in these terms of reference.

1.2. Underlined words in these terms of reference denote the title of legislation or regulation.

1.3. "*Act*" means the Building Officials' Association Act, S.B.C. 1997, c. 16, and its regulations, as amended from time to time.

1.4. "*Association*" means the Building Officials' Association of British Columbia (B.C.).

1.5. "*Bylaws*" has the same meaning as set out in section 1 of the *Act*.

1.6. "*Committee*" means standing and ad hoc committee or working group established by the *Bylaws* or the *Executive*.

1.7. "*Deputy Registrar*" means a person appointed by the *Executive* to assist the *Registrar* and exercise the powers and duties of the *Registrar* when the *Registrar* is unavailable or unable to act or as authorized by the *Registrar* or the *Executive*.

1.8. "*Executive*" means the Executive Committee as set out in section 1 of the *Act*.

1.9. "*Executive Code of Conduct*" means the Code of Conduct that governs the conduct of members of the *Executive* and *Committees*.

1.10. "*Executive Director*" means the *Executive* Director of the *Association* as appointed by the *Executive*.

1.11. "*In Good Standing*" means that a *Member* meets the following criteria:

1.11.1. the *Member's* membership is not cancelled, suspended or subject to restrictions, terms or conditions imposed under the *Act* or *Bylaws*;

1.11.2. the *Member* does not owe any outstanding *Membership Dues*, fees, monetary fines, or other amounts to the *Association*; and

1.11.3. the *Member* maintains their qualifications under the Building Act if they are a regular *Member* and required to be qualified under the Building Act to work as a Building Official or Plumbing Official.

1.12. "*Member*" means the same as set out under section 1 of the *Act*.

1.13. "*Members' Meeting"* means an *Annual General Meeting* or a *Special General Meeting*.

1.14. "*Membership Dues*" means the dues that are established by the *Executive* that a person must pay annually to the *Association* to become or remain a *Member*.

1.15. "*Minister*" means that member of the Executive Council charged by order of the Lieutenant Governor in Council with the administration of the *Act*.

1.16. "*Policy*" means a written policy, procedure, standard, guideline or directive that relates to the governance, programs, certifications, designations or operations of the *Association* and is approved by the *Executive*.

1.17. "*President*" means the person elected by *Members* to serve as President of the *Association* pursuant to section 7 of the *Act*.

1.18. "*Public Representative*" means a person appointed to the *Executive* by the *Minister* as set out in section 7 of the *Act*.

1.19. "*Registrar*" means the person appointed by the *Executive* as set out in section 5 of the *Act*.

1.20. "*Secretary-Treasurer*" means the person appointed to serve as Secretary and Treasurer of the *Association* as set out in section 7 of the *Act*, and who, notwithstanding any other provision to the contrary, need not be a *Member* to fill the role.

1.21. "*Vice President*" includes *Vice President-At-Large* and *Vice President-Plumbing* elected to serve as Vice President of the *Association* pursuant to section 7 of the *Act*.

2. PURPOSE AND AUTHORITY

2.1. The *Executive* of the *Association* is the steward of the organization and has responsibility for overseeing the conduct of the business and affairs of the *Association*.

2.2. As the governing body of the *Association*, the purpose of the *Executive* is to:

2.2.1. provide guidance and direction for the organization;

2.2.2. establish standards of organizational conduct;

2.2.3. monitor organizational performance;

2.2.4. protect the best interests of the organization;

2.2.5. ensure the financial sustainability of the organization;

2.2.6. monitor expectations, needs, concerns, interests and wants of relevant parties.

2.3. The *Executive* is established pursuant to section 7 of the *Act*.

2.4. The *Executive* has the authorities assigned to it under the *Act*, *Bylaws*, and *Policy*.

3. COMPOSITION AND ORGANIZATION

3.1. The composition of the *Executive* is established by section 7 of the *Act* and section 20 of the *Bylaws* as follows:

3.1.1. a *President*;

3.1.2. *Vice President-At-Large*;

3.1.3. *Vice President-Plumbing*;

3.1.4. a *Past President*;

3.1.5. a *Secretary-Treasurer*;

3.1.6. *Zone Directors* for the following *Zones* (number of directors per *Zone* indicated in parentheses):

3.1.6.1. Kootenay (1)

3.1.6.2. Lower Mainland (2)

3.1.6.3. North Central Interior (1)

3.1.6.4. North West (1)

3.1.6.5. South Central Interior (1)

3.1.6.6. Vancouver Island North (1)

3.1.6.7. Vancouver Island South (1)

3.1.7. up to four *Public Representatives* appointed by the *Minister.*

3.2. Except for the *Secretary-Treasurer* and *Public Representatives*, members of the *Executive* must be *Eligible Members* in accordance with the *Bylaws* and remain *In Good Standing* throughout their terms of office.

3.3. *Executive* members are subject to the *Executive Code of Conduct* pursuant to section 26.1 of the *Bylaws*.

3.4. Administrative support for the *Executive* is provided through the *Executive Director*.

4. MEETINGS AND DECISION-MAKING

4.1. The *Executive* will meet at least once per quarter, or as needed, pursuant to section 27.1 of the *Bylaws.*

4.1.1. At its last meeting of a fiscal year, the *President* will schedule quarterly meetings for the upcoming fiscal year in consultation with other *Executive* members.

4.2. Meetings are generally held by electronic means but there will be an annual in-person meeting held in conjunction with the *Association* conference.

4.3. The *President* chairs meetings of the *Executive*.

4.3.1. In the absence of the *President*, the *Vice-President-At-Large*, or the *Vice-President-Plumbing*, chairs meetings of the *Executive*.

4.4. The *President* and *Executive Director* will collaborate to develop the agenda for each *Executive* meeting.

4.5. Agenda packages will be distributed at least seven days in advance of an *Executive* meeting.

4.6. *Executive* members are responsible for preparing for meetings by reviewing agenda materials in advance and identifying potential conflicts of interest in accordance with the *Executive Code of Conduct*.

4.7. *Executive* meetings and votes must be conducted pursuant to section 27 of the *Bylaws*.

4.8. A majority of *Executive* members constitute quorum for *Executive* meetings.

4.9. Matters before the *Executive* shall be decided by a majority vote.

4.10. The *President* cannot move or second a motion made at *Executive* meetings and only votes to break a tie.

4.11. Decisions are made by the *Executive* as a whole, not by individual members of the *Executive*.

4.12. Email votes conducted by the *Executive* must be held pursuant to section 28 of the *Bylaws*.

4.13. The *Executive Director* will ensure that draft meeting minutes are provided to the *President* for review and revision within seven days after an *Executive* meeting.

5. DUTIES AND RESPONSIBILITIES

5.1. The *Executive* has the following duties and responsibilities:

5.1.1. further the objects and mandate of the *Association* as set out in the *Act*;

5.1.2. establish the vision, mission, values of the *Association*;

5.1.3. approve the strategic plan of the *Association*;

5.1.4. approve the business plan and annual report of the *Association*;

5.1.5. approve the budget and financial statements of the *Association*;

5.1.6. oversee the fulfillment of obligations and expectations established in the Administrative Agreement under the Building Act;

5.1.7. maintain and seek *Member* approval for changes to *Bylaws* for the *Association*;

5.1.8. set the dates and, if applicable, places of *Members' Meetings*;

5.1.9. establish effective governance practices for the *Association*;

5.1.10. appoint the *Secretary-Treasurer* of the *Association*;

5.1.11. appoint the *Registrar* and *Deputy Registrar* of the *Association*;

5.1.12. appoint the chair and members of its *Committees*;

5.1.13. approve and review the operating programs of the *Association*;

5.1.14. establish *Policy* for the *Association*;

5.1.15. appoint, monitor and establish compensation for the *Executive Director*;

5.1.16. delegate operational responsibilities and matters to the *Executive Director*;

5.1.17. establish *Membership Dues* for the *Association*; and

5.1.18. exercise such duties and powers as may be in the best interests of the *Association*, as the law allows.

5.2. Subject to the *Bylaws*, the *Executive* may establish, seek advice from, or delegate its duties and responsibilities to *Committees*.

5.2.1. *Committees* advise and formulate recommendations to the *Executive* but do not have authority to approve matters on behalf of the *Executive* unless specifically authorized to do so by the *Bylaws* or their terms of reference.

5.3. The *Executive* may retain external legal counsel, consultants or other advisors to assist with fulfilling its duties and responsibilities, and to set the pay or compensation of these advisors without consulting or obtaining approval from the *Executive Director* or other *Association* staff.

5.4. The *Executive* fulfills its duties and responsibilities pursuant to the calendar attached as Appendix A.

6. ACCOUNTABILITY

6.1. The minutes of an *Executive* meeting must be approved at the following *Executive* meeting.

6.2. The *Executive* will conduct an annual self-assessment of its performance, which will be administered by the Governance Committee.

6.3. The *Executive* will prepare an annual summary of its performance and accomplishments for inclusion

in the *Association* annual report.

6.4. All *Executive* members must annually reaffirm their adherence to the *Executive Code of Conduct*.

7. REVIEW AND AMENDMENTS

7.1. The Governance Committee will review this terms of reference annually and, where necessary, recommend amendments to the *Executive*.

8. ATTACHMENTS

8.1. Building Officials' Association Act

8.2. Building Officials' Association of B.C. Bylaws

8.3. Building Act

8.4. Administrative Agreement

9. VERSION HISTORY

Date of Approval	Effective Date	Description
October 20, 2026	November 1, 2026	Approved by the *Executive*.

APPENDIX A - EXECUTIVE ANNUAL CALENDAR OF RESPONSIBILITIES

Note: The meeting schedule outlined below is illustrative only and may change throughout the year. It is intended to assist with organizing the Executive's annual responsibilities and should not be used as a fixed schedule for planning individual availability or commitments.

TENTATIVE MEETING SCHEDULE	EXECUTIVE ANNUAL RESPONSIBILITIES	AUTHORITY / COMMENTS
Meeting No. 1 (May in-person at annual Conference)	• Review Administrative Agreement obligations • Review annual committee work plans • Review the Association risk register • Ensure that Executive and committee members have confirmed commitment to the Executive Code of Conduct • Review Q4 organizational performance against business plan and budget for the previous fiscal year • Complete the annual Executive nomination process in advance of the AGM: – At least 90 days before voting begins, solicit nominations by written notice to members and post on the Association website – At least 30 days before voting begins: nomination deadline – At least 15 days before voting begins: provide members with notice of the election, nominees and voting instructions	• Executive approves Budget (Bylaw 25.2.5) • Executive and Committee members must annually review and commit to the Executive Code of Conduct (Bylaws 26.1 and 31.3) • Executive oversees fulfillment of the Administrative Agreement (Bylaw 25.2.6) • Conduct the annual Executive nomination process in advance of the AGM (Bylaws 41).
Meeting No. 2 (Summer months)	• Approve financial statements for previous fiscal year • Approve annual report for previous fiscal year • Complete Executive Director's performance, succession, and compensation review • Review Q1 organizational performance against the business plan and budget • Complete the annual Executive election process in advance of the AGM: – Voting period opens 15 days after the election notice and remains open for 30 days	• Financial review must be completed and approved before presentation at the AGM (Bylaw 10.2) • Conduct the annual Executive election process in advance of the AGM, with elected candidates inducted at the AGM (Bylaws 42).
AGM (September)	• Hold the Annual General Meeting • Announce election results and induct successful candidates	• AGM must be held at least once every calendar year and not more than 15 months after the previous AGM (Bylaw 38.1)
Meeting No. 3 (October after AGM)	• Conduct orientation for new Executive members • Establish the date of the next Annual General Meeting • Appoint Committee Chairs and Committee Members (if applicable) • Appoint the Secretary-Treasurer (if applicable)	• Executive appoints Committee members and officers (Bylaw 25.2)

TENTATIVE MEETING SCHEDULE	EXECUTIVE ANNUAL RESPONSIBILITIES	AUTHORITY / COMMENTS
	• Consult members about proposed changes to membership dues (if required) • Review Q2 organizational performance against business plan and budget	
Meeting No. 4 (Late November/Early December)	• Review the Association risk register • Review draft business plan and budget for the next fiscal year	• Membership Dues require 30-day notice and 30-day consultation before approval (Bylaw 16.2) • Membership Dues must be approved no later than December 31 (Bylaw 16.1)
Meeting No. 5 (February)	• Approve new strategic plan (if applicable) • Approve the business plan and budget for the next fiscal year • Approve Fee Schedule, including membership dues, for the next fiscal year • Establish performance plan for the Executive Director • Complete annual evaluation of the Executive Committee • Complete annual review of committee mandates, composition and activities • Review Q3 organizational performance against the business plan and budget • Confirm Executive meeting schedule for the next fiscal year	• Executive approves the strategic plan (Bylaw 25.2.3) • Committee review required annually (Bylaw 31.2). • Executive appoints, monitors and establishes compensation for the Executive Director (Bylaw 25.2.15) • Executive approves business plan (Bylaw 25.2.4)