



Canadian Home Builders' Association of British Columbia

BOARD POLICY MANUAL

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Officers & Position Descriptions

Position descriptions are attached for the following individuals and Executive posts;

- Chief Executive Officer
- President
- 1st Vice President
- 2nd Vice President
- Secretary Treasurer
- Presidential Appointee
- Committee Chair
- Committee Member

CHBA-BC's Executive Committee consists of the following:

President

Immediate Past President

1st Vice President

2 – 2nd Vice Presidents

Secretary Treasurer

Up to 2 - Presidential Appointees

Executive Committee meetings are held monthly expect for the months of July and August at the discretion of the President.

Executive Committee members are expected to attend each scheduled Executive Committee meeting. Any individual missing 3 meetings will be deemed not able to carry out the duties outlined in the Position Description and will be asked by the President to resign.

The Executive Committee shall assume all of the authority of the Association between Directors' meetings, with the exception of amending the Constitution and By-Laws. It shall be responsible for the implementation of the resolutions and recommendations passed by the Board of Directors. The Executive shall be responsible for the budget and any expenses related to it.

Three members of the Executive Committee will be appointed to participate in the CHBA National Board of Directors as voting members of their Board of Directors. Typically these three participants would be our President, our 1st Vice President and 1st 2nd Vice President where possible.

POSITION DESCRIPTIONS

CHIEF EXECUTIVE OFFICER

General Description

Serves as Chief Executive Officer, recommends and participates in the formulation of new policies and makes decisions within existing policies as they have been approved by the Board of Directors through the budgeting process. Plans, organizes, directs, and coordinates the staff programs and activities of the Association to assure that objectives are attained, plans fulfilled, and needs met. Maintains effective internal and external relationships. Through management and leadership, achieves economical, productive performances; forward-looking programming and constructive growth of the Association.

Duties, responsibilities, and Authority

Within the limits of the constitution, bylaws and policies, the Chief Executive Officer is responsible for and has commensurate authority to accomplish the duties set forth below.

1. See that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association, and on all important factors influencing them. Attends all meetings of the Board of Directors and Executive Committee.
2. Plans, formulates and recommends for the approval of the Executive Committee policies and programs which will further the objectives of the Association.
3. Executes all decisions of the Executive Committee except when other assignments are made by the Board.
4. Develops, for purpose of day-to-day administration, specific policies, procedures, and programs to implement the general policies established by the Executive Committee.
5. Establishes a sound organizational structure for the headquarters staff.
6. Directs and coordinates all approved programs, projects and major activities of the Association staff.
7. Recruits, hires, trains, and motivates Association staff. Responsible for all promotions and terminations.

8. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews and maintaining competitive salary and benefits structure.
9. Provides for the necessary liaison and staff support to Committees to enable them to properly perform their functions.
10. Executes such contracts and commitments to ensure the success of ongoing programs.
11. Promotes interest and active participation in the Association's activities at the National level. Reports activities of the Board, Provincial and National Associations, through the communications media of the Association.
12. Maintains effective relationships with other organizations, both public and private, and sees that the position of the Association and its members is enhanced.
13. In cooperation with the Treasurer, develops, recommends, and upon approval, operates within an annual budget. Insures that all funds, physical assets, and other property of the Association are appropriately safeguarded and administered.
14. Plans, coordinates and conducts public relations programs to enhance public acceptance of the industry/profession.
15. Serves as editorial director of the official magazine, editing articles, and providing business assistance to the magazine.
16. Conducts research and related projects, prepares reports and publishes the results on subjects deemed of importance to CHBA-BC.
17. Supervises development of educational programs to advance the professional/technical/managerial skills of the members.
18. Evaluates results, and recommends policies, procedures and action to achieve membership goals. Collects dues and terminates delinquent members.
19. Provides security for all files, legal and historic documents, membership and mailing lists.
20. Is responsible for the planning, promotion and administration of all official meetings of the organization.
21. Assists in the planning and execution of communications to the general membership, which includes newsletters, general mailings, association magazine, news releases, etc.

22. Carries out such other general responsibilities as may be delegated by the Executive Committee.
23. Acts as a liaison to Provincial Government, Ministries and Premier's office.
24. Responsible for creation of programs to enhance the professionalism and increase profile of members.

Relationships

- a. Responsible to the Executive Committee for the administration of the office and for proper interpretation and fulfillment of all functions, responsibilities, and authorities relationship and the day-to-day execution of all policies and procedures as he/she sees fit.
- b. Member of the Board of Directors and Executive Committee as ex-officio, without the right to vote,
- c. Visits members' local Associations when feasible and maintains personal contacts within membership to the greatest degree possible.
- d. Maintains such relationships with other Associations, industry, government, public service organizations, and vendors as are desirable or necessary in the best interests of the Association and in conformity with the overall objectives and policy of the organization.
- e. Establishes such relationships as agreed with Executive Committee as deemed advisable in the best interest of the Association.
- f. Is responsible for the security and confidentiality of information as it applies to the daily functions of the Association and its members.
- g. Works closely with CHBA to further the goals of the organization and to elicit support from them as required.

PRESIDENT

Term of Office: 1 Year

General Description

The President shall be the chief elected officer of the Association and serve as chair of both the Board of Directors and Executive Committee. The President shall serve as member, ex officio, with right to vote.

The President shall exercise personal leadership in the motivation of other officers, board members, committee chairs, committee members, and membership and influence the goals and objectives of the organization during the term of office. The President shall act as spokesperson and inspirational leader and shall work in partnership with the Chief Executive Officer.

Duties, Responsibilities, and Authority

1. Presides at and attends all meetings of members, Board of Directors and Executive Committee. Coordinates agenda material with the Chief Executive Officer.
2. In concert with the Chief Executive Officer, sees that the Board of Directors, Executive Committee and officers are kept fully informed on the conditions and operations of the Association.
3. Works with the Chief Executive Officer in seeing that the basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors and executed following Board approval.
4. Supports and defends policies and programs adopted by the Board of Directors and Executive Committee.
5. Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and Association to members by means of letters, publications, and speeches.
6. Acts as spokesperson for the Association to the press, the public, legislative bodies, and related organizations in concert with the Chief Executive Officer.
7. Presents an annual report at the annual meeting on the “state of the Association.”
8. Exercises general supervision over the work and activities of the Association Board, Executive Committee and other Association Committees.

9. In cooperation with the Chief Executive Officer, sees that all orders and resolutions of the Board of Directors are carried out.
10. Assumes key role in the orientation of the president elect to the duties of the President
11. With the Finance Committee, evaluates performance of Executive Officer, in relation to the Association's Strategic Plan.

Relationships

- a. Responsible to the Board of directors and to the membership for seeing that the policies of the association reflect the needs and aspirations of the members.
- b. Consults with the Chief Executive Officer on all matters pertaining to Association policies, and finances.
- c. Participates as an active member on the Board of Directors of CHBA, and represents his/her Association as needed on initiatives from CHBA to CHBA BC. Also, supports the programs of CHBA and CHBA BC by promoting same to the membership and providing guidance to CHBA and CHBA BC on industry issues and membership needs.

1ST VICE-PRESIDENT

Term of Office: 1 Year

General Description

The President-Elect is the second highest ranking elected officer of the Association and at the conclusion of the President's term of office, automatically succeeds to the office of the President.

Duties, Responsibilities, and Authority

1. In the absence or incapacity of the president, performs the duties and exercise the powers of the President.
2. Works closely with the current President and Chief Executive Officer to learn the duties of the Presidency to prepare to assume that office.
3. Serves as member of the Board of Directors, Executive Committee and as an ex officio member of other committees.
4. Represents the Association with other associations, industry groups or other organizations as requested by the President or Chief Executive Officer.
5. Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors.
6. Actively support and participate in the program and activities of the association. Work to increase member/leader involvement.

Relationships:

- a. Works closely with the President and Chief Executive Officer so as to fully understand the duties of the office of the President to ensure a smooth transition.

2nd VICE PRESIDENTS

Term of Office: 1 Year (in each of the two positions)

General Description

Vice Presidents are key members of the President's team and as such serve as members of the Executive Committee and assist the President in the performance of his duties.

Duties, Responsibilities, and Authority

1. Serve as members of the Board of Directors and Executive Committee.
2. Serve as ex-officio members of CHBA-BC committees.
3. Serve as the official representative of the Association at affiliate, industry and other meetings as assigned by the President and C.E.O.
4. Perform such other duties and assume such responsibilities as may be assigned by the Board of Directors or the President.
5. Actively support and participate in the program and activities of association. Work to increase member/leader involvement.

Relationships

- a. Maintain contact with other Board members and Provincial Councils and report to the Executive Committee.

SECRETARY TREASURER

Term of Office: Up to 2 years

SECRETARY

General Description

The Secretary is a key member of the President's team and as such serves as a member of the Executive Committee and assists the President in the performance of his duties. He is the official "keeper of the records and seal".

Duties, Responsibilities, and Authority

1. Serves as a member of the board of Directors and Executive Committee.
2. Attends all meetings of the members of the Association, Board of Directors and Executive Committee and ensures that attendance, votes and the proceedings of the meetings are recorded and maintained in the permanent records of the Association.
3. Maintains custody of the corporate seal of the Association and affixes the same to any instrument requiring it. Attests the seal by his signature.
4. Conducts roll call of Membership, Board of Directors, and Executive Committee meetings for the official records and to establish the presence of a quorum.
5. The minutes and documents of the Association shall be in the custody of the Secretary of the Association or a staff member as appointed by the Secretary.
6. Ensures that copies of the minutes of the Board meetings and Executive Committee meetings are approved by those bodies and provided to the officers and directors as appropriate.
7. Performs such other duties and assumes such responsibilities as may be assigned by the President or Board of Directors, which may include servicing as a chair or member of other committees.
8. Represent the Association with other associations, industry groups or other organizations as assigned by the President.
9. Responsible for keeping or causing to be kept a permanent record of all Executive, Director and Member meetings, and maintenance of the legal records, membership records and filings of the Association.

Relationships

- a. The secretary may, in cooperation with the Chief Executive Officer, appoint an Assistant Secretary to assist with the duties.

TREASURER

General Description

The Treasurer is a key member of the President's team and as such serves as a member of the Executive Committee and assists the President in the performance of his duties. Also, ensures the integrity of the fiscal affairs of the Association.

Duties, responsibilities, and Authority

1. Serves as chair of the Finance Committee, as a member of the executive Committee and the Board of Directors.
2. In conjunction with the Chief Executive Officer, ensures that the Association maintains accurate financial records.
3. In conjunction with the Chief Executive Officer, reviews Association expenditures and financial status on a regular basis to ensure overall fiscal integrity.
4. Ensures that regular financial reports are submitted to the Board of Directors and Executive Committee and presents an annual financial report to the membership.
5. Submits the financial accounts of the Association to an annual independent audit/review process as determined at the Annual General meeting.
6. Performs other duties assigned by the President or Board of Directors.
7. Represents the Association with other association, industry groups or other organizations as assigned by the President.
8. Maintains confidential all financial activities of the Association unless otherwise directed by the Chief Executive Officer. Keeps all financial information of the association, its fundraising activities in strictest confidence.

Relationships

- a. The Treasurer may, in cooperation with the Chief Executive Officer, appoint an Assistant Treasurer to assist with the duties.

PRESIDENTIAL APPOINTEE

Term of Office: 1 Year

General Description

Appointed by the President of CHBA-BC as a voting member of the Executive Committee and Board of Directors.

Duties, Responsibilities, and Authority

1. Attend all meetings of the Executive Committee.
2. Carry out individual assignments that are made by the President.
3. Review all relevant material prior to the Executive meetings. Prepare to make contributions and voice objective opinions concerning CHBA-BC issues.
4. Be aware of the specific responsibilities of the Committee.
5. Know the Association's practices, policies and procedures as it pertains to the goals and objectives, and be familiar with the activities of CHBA-BC and CHBA.

Relationships

- a. Maintains contact on status of assigned tasks with President.

COMMITTEE CHAIR

Term of Office: 2 Years (unless otherwise specified by the President)

General Description

Directs the members and activities of the Committee to ensure that it meets the goals and objectives as directed by the President or Chief Executive Officer. The Committee Chair may serve on the Board of Directors or may have their Committee represented by one of the Senior Officers at the discretion of the President.

Duties, responsibilities, and Authority

1. Assists in developing the Committee objectives in keeping with board objectives.
2. Informs Committee members of the objectives and their expected individual contributions and responsibilities.
3. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
4. Presides over Committee meetings to ensure adherence to the major issues and purposes.
5. Assists the President in identifying potential leaders among the Committee members.
6. Encourages active participation by Committee members in the activities of the Association.
7. Prepares and circulates Committee status reports for the Board of Directors and to CHBA National as required.

Relationships

- a. Maintains contact with the Chief Executive Officer on Committee status.

COMMITTEE MEMBERS

Term: As per the Committee's Terms of Reference

General Description

Attends all meetings of the Committee and works towards the fulfillment of the Committee objectives.

Duties, Responsibilities, and Authority

1. Attend all meetings of the Committee.
2. Review all relevant material prior to the Committee meetings. Prepare to make contributions and voice objective opinions concerning the Committee issues.
3. Be aware of the specific responsibilities and time commitment of the Committee.
4. Know the association's practices, policies and procedures as it pertains to the Committee's goals and objectives.

Relationships

- a. Maintains contact with Committee Chair and other Committee members.

BOARD OF DIRECTORS - DUTIES AND RESPONSIBILITIES

General

The purpose of this document is to outline the duties, which all Provincial Directors of CHBA BC undertake, during their term of office, to enable CHBA BC to achieve effectively the objects of the Association by maintaining a reputation for the highest standard of public trust, confidence, good governance and stewardship from a province-wide perspective.

Duties and Responsibilities

1. The Director shall act in the best interests of the Provincial level of the Association and of the entire Provincial Membership as a whole, in pursuance of the Objectives outlined in the Association's Bylaws, and without bias toward any single group or interest.
2. The Director shall devote his/her attention to
 - (i) Development and implementation of the Association's strategic direction and Strategic Plan;
 - (ii) Safeguarding of the Association's resources;
 - (iii) Monitoring of corporate performance in relation to the Strategic Plan;
 - (iv) Management of risks to the Association and to the Provincial housing industry; and
 - (v) Reporting to the Provincial Membership as a whole.

In doing so, the Director shall use his/her best efforts to ensure that the needs of the Provincial housing industry, and the views and concerns of the Provincial Membership as a whole, are understood by the full Board.

3. The Director shall act honestly, in good faith, and in the best interests of the Provincial level of the Association, and of the Provincial Membership and the Provincial housing industry as a whole:
 - (i) The Director shall observe and enforce the CHBA BC *Code of Ethics (below)*, and the *Policy Guidelines Concerning Conduct For Members of CHBA BC's Board of Directors, Standing Committees and Councils (below)*;
 - (ii) The Director shall maintain the confidentiality of information received in the capacity of Director;
 - (iii) The Director shall adhere to the By-Laws, to the policies adopted by the Board and, where applicable, to *Robert's Rules of Order*.
4. The Director owes a duty of care to the Provincial Membership of the Association as a whole, and shall exercise the degree of skill and diligence reasonably expected from a business person who is knowledgeable in the housing industry.
5. The Director shall be proactive in the performance of his/her duties by:

- (a) signing a “Consent to Act” as a Director of CHBA BC;
- (b) Attending meetings;
- (c) Participating in meetings in a meaningful, succinct, non-repetitive and constructive way;
- (d) Ensuring that his/her activities do not undermine the reputation or integrity of the Provincial level of the Association;
- (e) Engaging in activities that demonstrate the accountability of the Provincial level of the Association, and the Director, to the Provincial Membership as a whole.

In fulfilling his/her duty, the Director has a responsibility to the Association to ensure that systems are in place to provide the Directors with the information they need to make informed decisions.

- 6.
 - (a) The Director shall perform his/her responsibilities in a manner that avoids any real or apparent conflict of interest between private interests and the interests of the Association.
 - (b) The Director has a duty to disclose any Conflict of Interest to the President or Secretary/Treasurer. The Director should consult with the President or the Chief Executive Officer if in doubt about whether a real or apparent conflict exists.
 - (c) In addition to the Director's duty to avoid any real or apparent conflict of interest, the Director shall also exercise due diligence in avoiding potential Conflicts of Interest in the future. The Director shall not carry on a business, hold an office or directorship, or engage in an activity if these activities are likely to conflict with the Director's duties and responsibilities to the Provincial level of the Association or bring harm to the Provincial level of the Association.
- 7. The Director shall use all appropriate opportunities to make known and explain the policies of the Provincial level of the Association. However, the Director will assure that personal opinion will be clearly identified as such, so that it will not be confused with Provincial level of the Association's Policy.

CODE OF ETHICS

Members and Directors shall comply with the Building Code of British Columbia as a minimum standard for construction and shall work toward its improvement in the interests of structural sufficiency, safety and health.

Members and Directors shall plan their sites and homes to conform to the principles of good community planning and support for the environment.

Members and Directors shall deal justly with their employees, sub-contractors, and suppliers.

Members and Directors shall deal honestly and fairly with their customers.

Members and Directors shall exchange information and experience, and encourage research on materials, technical advancements and building techniques in order to provide the best value for their customers.

Members and Directors shall uphold the principle of appropriate and adequate compensation for the services which they render.

Members and Directors shall commit to continuing learning through human resource policies and practices.

Members and Directors shall avoid all conduct or practice likely to discredit or do injury to the home building industry.

Members and Directors shall treat their companies, including their property and ideas, with respect.

These responsibilities are freely and solemnly assumed as they form part of an obligation as members and directors of the Association.

POLICY GUIDELINES CONCERNING CONDUCT FOR MEMBERS OF BOARD OF DIRECTORS STANDING COMMITTEES AND COUNCILS

The following outlines the duties of members of the Board of Directors, the standing committees and the councils of the CHBA BC (who are collectively referred to as “committee members”).

- (1) Committee members obtain information (via CHBA BC, its committees, councils and liaison) from time to time, which is not available to other members of the organization. It is improper for committee members to use that information for their personal gain, in a way that constitutes unfair competition with other members. CHBA BC treats the misuse of such information, for personal gain, as improper conduct.
- (2) Since it is established CHBA BC policy to encourage openness and fairness in any tendering process by governments and institutions, it is improper for committee members to use their position to encourage favouritism with governmental institutional clients (e.g. sole sourcing, favouritism in tendering, etc.). The proper course of action, for committee members whose inside information makes them aware of public sector business prospects, is to so advise the Provincial Executive Board of the CHBA and to compete fairly with CHBA members for whatever business may arise.
- (3) It is improper for committee members to advise prospective clients that their committee member status at CHBA BC implies any tacit endorsement by CHBA above and beyond the support which CHBA provides to its membership generally.
- (4) CHBA BC’s name and letterhead may be used only in support of the approved programs, projects and initiatives of the CHBA BC.
- (5) Although committee members are free to discuss the interpretation and implementation of these guidelines with the Provincial Executive Board, it is improper to lobby other committee members to pursue exemptions.
- (6) All committee members shall observe these guidelines.



Board of Directors Confidentiality Agreement

I have read and understand my duties and responsibilities as a member of the Board of Directors for CHBA BC, for the 2013-2014 term, in the position of **Director**.

Name

Signature

Local Association Affiliation

Date

SCHEDULE OF DIRECTORS 2013-2014

The By-Laws of CHBA BC state each Local Association in good standing is entitled to appoint Directors to the Board of Directors in proportion to the number of its members. Currently, our By-Laws require that at least one of the Directors appointed by any Local shall be the President/Chairman of that Local.

A Local Association may remove any Director appointed by it and appoint an alternate at any time by advising CHBA BC in writing and otherwise complying with the above requirements.

Based on the By-Laws of CHBA BC, the number of permitted Directors would be as follows:

<u>Local Association</u>	<u># of Directors</u>
Fraser Valley	2
Greater Vancouver	3
Central Interior	2
Central Okanagan	2
Central Vancouver Island	2
Northern BC	2
Rocky Mountain	1
Sea to Sky	1
South Okanagan	1
Victoria	1

In addition to the Directors appointed by the Local Associations, the President, First Vice-President, two Second Vice-Presidents, up to two Presidential Appointees and Immediate Past President shall be Directors as long as maintaining current membership in a Local. The Secretary Treasurer is an Officer within the Executive Committee (with an Executive Committee vote) but is only a voting Director if appointed from within the Board. *See full By-laws for more information.*

Note: "in good standing"- a member is in good standing unless it has failed to pay its current annual membership fee or any other subscription or debt due and owing by it to the Association and it is not in good standing so long as the debt remains unpaid.

As indicated in the B-Laws of CHBA BC each Member Local is entitled to one vote at the Annual General Meeting of Members. Each Member Local will determine which individual Board representative will carry their vote at the AGM.

Travel & Expense Claim Policy

*The following policy is applicable to the extent that Association funds are available. Prior written approval for all travel and related expenses must be obtained Chief Executive Officer and will be considered based on budget availability. **All Expense Claims must be made within 30 days of the travel event or meeting.***

a) Executive Committees

The CHBA BC Expense Form must be completed for all expenses being claimed for members of the Executive Committee, Chief Executive Officer and approved support staff to attend Executive Committee meetings as per the Regulations for Travel Expense Claims.

b) Provincial Board of Directors Meetings

The CHBA BC Expense Form must be completed for all expenses being claimed for the Provincial Board of Directors meetings for the specified individuals as per the Regulations for Travel Expense Claims.

CHBA BC will pay for the travel, meal and accommodation expenses (see detailed outline of expenses covered below) for the following individuals to attend Provincial Board of Directors Meetings:

- Executive Committee
- Provincial Committee Chairs
 - Human Resource Development and Training Committee
 - Marketing Committee
 - Technical Advisory Committee
 - Built Green BC Management Committee
 - Renovation Council
- Chief Executive Officer
- Approved Support Staff

One night's accommodations will be covered for travel in excess of 50km each way.

c) National Board & Committee Meetings

The CHBA Travel Policy must be complete and submitted to CHBA National as per instructions outlined in their policy.

CHBA National will pay for the flight as well as transportation to and from the airport, for the following representatives:

- CHBA National Executive Board Members (3 voting representatives appointed by the Executive Committee)
- Technical Research Council
- Economic Research Council
- National Education and Training Advisory Committee

- Canadian Renovators Council
- National Marketing Committee
- Executive Officers' Council
- Urban Council

Provincial Committee Chairs representing CHBA BC at National Board and Committee meetings will be allowed two nights hotel accommodation paid by CHBA BC (the night prior to and the night of the scheduled meeting). If hotel expenses are incurred otherwise, arrangements must be made with CHBA National for them to cover the difference; otherwise they are the responsibility of the attending delegate.

CHBA National's travel policy does not apply for meetings held during the Annual Conference; expenses are not covered for any meetings of the Association that are held during this period.

d) CHBA BC Committee Meetings

The CHBA BC Expense Form must be completed for all expenses being claimed for Committee meetings for the specified individuals as per the Regulations for Travel Expense Claims.

CHBA BC will pay for the travel, meal and accommodation expenses for the following individuals to attend Provincial Committee Meetings:

- Chairs of the Provincial Committee
 - Human Resource Development and Training Committee
 - Marketing Committee
 - Technical Advisory Committee
 - Built Green BC Management Committee
 - Renovation Council
- Chief Executive Officer
- Approved Support Staff

One night's accommodations will be covered for travel in excess of 50km each way.

Re-imburement of expenses will only be considered if they are part of a pre-approved annual budget. Permission for travel expenses must be obtained in writing prior to the meeting.

e) Related Industry Association Meetings

The CHBA BC Expense Form must be completed for all expenses being claimed for the Related Industry Association meetings and conferences for specified individuals as per the Regulations for Travel Expense Claims.

Representatives/volunteers attending meetings with industry associations do so on their own expense unless previously approved by CHBA BC.

f) CHBA BC Conferences

The CHBA BC Expense Form must be completed for all expenses being claimed for CHBA BC conferences for the specified individuals as per the Regulations for Travel Expense Claims.

CHBA-BC will pay for the travel, meals and accommodation expenses for CHBA-BC staff as designated by the Chief Executive Officer to attend the conference, as well as:

- CHBA BC President

Note: All Local Executive Officers (EO) can attend CHBA BC Conferences as a guest of CHBA BC in order to further their Professional Development. There will be no registration fee. Any associated travel costs are the responsibility of the attending EO. Application can be made by Local Associations with less than 100 members, to the CHBA BC EOC Professional Development Fund, to a maximum of \$300, if assistance is needed with travel costs to CHBA BC Conferences.

g) CHBA Annual EOC Forum

The CHBA BC Expense Form must be completed for all expenses being claimed for the CHBA Annual EOC Forum as per the Regulations for Travel Expense Claims.

CHBA BC will pay for the travel, meals and accommodation expenses for CHBA BC staff as designated by the Chief Executive Officer to attend CHBA EOC Forum.

h) CHBA National Annual Conference

CHBA National does not reimburse any individuals for any expenses related to the Annual Conference.

CHBA BC will pay the travel, accommodation and registration expenses related to the CHBA National Annual Conference for the following;

- President
- 1st Vice President
- Chief Executive Officer
- Spouses of the above
- Office Staff as designated by the CEO – budget permitting

i) Local Association Dinner Meetings

The CHBA BC Expense Form must be completed for all expenses being claimed for the CHBA Annual EOC Forum as per the Regulations for Travel Expense Claims.

CHBA BC will pay the travel, accommodation and registration expenses related to Local Association Dinner Meetings for the following;

- President
- Chief Executive Officer
- Other Executive Committee Members – budget permitting
- Office Staff as designated by the CEO – budget permitting

j) Local Association, Industry or Government Fundraiser Events or Awards Functions

The CHBA BC Expense Form must be completed for all expenses being claimed for the CHBA Annual EOC Forum as per the Regulations for Travel Expense Claims.

CHBA BC will pay the travel, accommodation and registration expenses related to Local Association, Industry or Government Fundraiser Events or Awards Functions for the following;

- President & Spouse
- Chief Executive Officer
- Other Executive Committee Members – budget permitting
- Office Staff as designated by the CEO – budget permitting

Regulations for Travel Expense Claims

Expense claim shall be used only by authorized persons to attend meetings (as listed above), on behalf of the Canadian Home Builders' Association of BC.

The CHBA BC Expense Form must be completed for all expenses being claimed for meetings and conferences for authorized individuals.

a) Transportation

Where possible flights should be booked through CHBA BC. Return Economy Air Fare in or out of province.

Transportation to/from the airport, including parking.

If ground transportation is used as an alternative, rail fair or bus fare may be claimed. If private automobile is used, charge \$.52 per km. In no event should alternative ground transportation exceed the equivalent economy airfare, including taxes, airport parking, local and/or airport taxes.

b) Hotel

Actual cost of hotel room of reasonable quality and comfortably equipped. Luxury accommodation is not permitted. Receipts are required. Hotel accommodations should be booked by CHBA BC (in order to secure a reasonable rate) unless otherwise indicated.

When travel schedules require overnight stay - one night's hotel expense will be allowed.

For extra nights - explanation required.

Reasonable phone charges will be allowed. Excessive expenditures will be disallowed or invoiced.

Charges for internet connection are not permitted, unless otherwise pre-approved by CHBA BC.

c) Meals & Incidentals

Maximum amounts allowed (including taxes and gratuities).

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$35.00
Incidentals	<u>\$ 8.00</u>
Maximum Total:	<u>\$70.00</u>

Claims may not exceed the amounts provided on the CHBA BC Expense Claim Form. No claim will be paid where a meal was provided at no charge to the person filing the expense claim. Claims will not be paid for personal expenditures such as liquor, movies, medicine, magazines, clothing etc.

d) General Policy

- i) All hotel and flight arrangements should be made through the office staff who should be given at least 30 days advance notice.
- ii) **Expense claims must be submitted within 30 days of the event to qualify for reimbursement.**
- iii) The Association will make cheques payable to claimant personally or to office/firm operated by claimant.
- iv) All expense claims should be submitted with supporting receipts and a brief description of the purpose of the expense as per the CHBA BC Expense Form. All forms must be approved by the CEO or department supervisor as applicable.
- v) Except as detailed above, airfare and travel costs for spouses will not be reimbursed.
- vi) No reimbursement will be made for unreasonable long distance telephone charges, valet and laundry expenses, or for such items as tuxedo rentals and other strictly personal items.

The Executive Committee has the authority to grant exemptions from these policies at their discretion.

CHBA-BC Expense Form

Name: _____

Position: _____

Date: _____

Date	Purpose	km @ .52/km	Hotel	Meals	Parking	Other	HST	Total
Subtotal								

a b c d e f

_____ CHBA-BC Approval

Amount of Claim
(add "a" through "e" above)

Less Payments Received

Total Expense Claim Payment

_____ Signature

_____ Date

Budget Approval Process

As defined in the by-laws of the Association, the Budget is approved annually at the Annual General Meeting as proposed by the Executive Committee. The Secretary Treasurer presents the Budget annually to the Executive Committee for approval and is responsible for the distribution of the Budget to the Board of Directors for comments. The Budget of the Association is set based activities outlined in the Strategic Plan of the Association.

Strategic Plan Development and Approval

The Association reviews the Strategic Plan on a quarterly basis with updates provided at the Board of Directors meeting. The Executive Committee reviews the progress on the strategic plan on a monthly basis. An update is also provided annually with Members at the Annual General Meeting of members. The Strategic Plan is developed every 5 years. Development of a new plan should be initiated by the Executive Committee, with input being provided by the Board of Directors, within 6 months of the termination of the last plan in order to maintain continuity.

Membership Data and Dues Remittance Policy

Membership data is to be updated to the CHBA BC database in on-line format with payments for dues being owed to CHBA BC being paid by the 15th of the month following their collection. Keeping the database current for all membership information is the responsibility of the local association. All additions, deletions or changes in membership information is the responsibility of the local association.

Association Certification Program Policies

The Canadian Home Builders' Institute

In 2009 CHBA BC created the Canadian Home Builders' Institute(CHBI) to house all of our Continuing Education and Certification Programs. In order to streamline and more effectively deliver training programs to BC's residential construction industry, CHBI has developed a new on-line Learning Management System (LMS) designed to equip our industry with the knowledge it needs to keep the competitive edge in today's economy.

CHBI Certificate Programs

The Canadian Home Builders' Association of British Columbia has recognized that the decision to seek education must be seen as a business decision. The most effective way in which this can be achieved is through a certification program, at the end of which builders and renovators have something tangible they can use to promote their business, or through which they can