

**Description of duties for officers, region chairs and committee chairs of
BOCA Chapter 15
Virginia Building and Code Officials Association**

President and Chairperson of the Board

Job Description

As currently in the by-laws – The President shall preside at all meetings of the Association and shall exercise general supervision over the affairs of the Association, performing such duties as required by these by-laws and by the parliamentary authority adopted by the Association. The President shall also serve as the Chairperson of the Board of Directors.

The President and Chairperson of the Board, hereafter referred to as the President, is the leader of the Association and shall be familiar with the rules of order that govern the Association. (Currently Roberts Rules of Order Newly Revised – most recent edition.)

The President shall have the following responsibilities:

1. To poll the committee and regional chairs for agenda items to be considered at called meetings of the Board of Directors and to prepare the agenda accordingly.
2. Shall open all Board of Director meetings at the appointed time and shall preside over said meetings.
3. Shall have the agenda approved prior to the beginning the meeting.
4. Shall enforce the rules relating to debate in order to expedite business.
5. Shall state and put to a vote all questions and motions.
6. Shall schedule the Board of Directors meetings at the beginning of term.
7. Shall schedule meetings of the Region Chairs and Officers at the beginning of the term.
8. Shall have a copy of the by-laws and rules of order at all meetings.
9. Shall appoint all standing and special committee chairpersons.
10. Shall be an ex-officio member of all committees.
11. Shall assure that an accurate recording of minutes from each Board of Directors meeting is promptly distributed to the Board and made available to the general membership.
12. Shall conduct the election of officers at the annual membership meeting.

13. Shall be an active advocate of the association's mission.

The First Vice-President Job Description

As currently in the by-laws: The First Vice-President shall replace the President in the event he or she is unable to perform his or her duties as may be assigned by the President.

The First Vice-President shall have the following responsibilities:

1. To replace or succeed the President in the event the President is unable to perform the duties as prescribed under the job description of the President.
2. To perform any other duties or tasks as requested or assigned by the President.
3. To help the President in any way necessary to fulfill the obligations of the office of President.
4. Shall be an active advocate of the association's mission.

The Second Vice-President Job Description

The Second Vice-President shall succeed the First Vice-President in the event the First Vice-President is unable to perform his or her duties. He or she shall also serve as Program Chairperson for the year immediately following his or her election, and shall perform such other duties as may be assigned by the President.

The Second Vice-President shall have the following responsibilities:

1. To replace or succeed the First Vice-President in the event the First Vice-President is unable to perform the duties as prescribed under the job description for the First Vice-President.
2. To replace or succeed the President in the event the President and First Vice-President is unable to perform the duties as prescribed under the job description of the President.
3. Shall serve as the Program Coordinator for the Mid-Year meeting, Annual School and Conference or any other membership meeting that may be planned or required throughout the year of office.

4. To perform any other duties or tasks as requested or assigned by the President.
5. To help the President and First Vice-President in any way necessary to fulfill the obligations to the office.
6. Shall be an active advocate of the association's mission.

The Sergeant-of-Arms Job Description

As currently in the by-laws: The Sergeant-of-Arms shall assure adherence to proper parliamentary procedure and maintenance of order at all meetings; and shall perform such other duties as may be assigned by the President.

The Sergeant-of-Arms shall have the following responsibilities:

1. Shall maintain order throughout all meetings and assemblies of the Association.
2. Shall keep and maintain all historical records of the Association.
3. Shall keep and maintain all property entrusted to the Sergeant-of-Arms for the year of office.
4. To perform any other duties or tasks as requested or assigned by the President.
5. Begin to become familiar with the Rules of Order that govern the Association so when that office of President or Vice-President is attained, proper procedure will be used and understood.
6. Maintain the Association's calendar of events and update on a quarterly basis.
7. Shall be an active advocate of the association's mission.

The Regional Chairperson Job Description

The Regional Chairperson should actively promote the interests, positions and mission of the Chapter and shall have the following responsibilities:

1. The Regional Chairperson shall poll regional committee chairs for agenda items and prepare the agenda accordingly.

2. The Regional Chairperson shall have the agenda approved prior to beginning the meeting.
3. The Regional Chairperson shall open all region meetings at the appointed time and shall preside over said meetings.
4. The Regional Chairperson shall have a copy of the Region and State association's by-laws at all meetings. Region by-laws shall be maintained in accordance with the bylaws of the State association.
5. The Regional Chairperson shall enforce the rules relating to debate in order to expedite business and put to a vote all questions and motions.
6. The Regional Chairperson shall appoint all regional committee chairpersons and be an ex-officio member of all region committees.
7. The Regional Chairperson shall assure that an accurate recording of the minutes from each Region meeting is promptly distributed to the region members and the Sergeant At Arms.
8. The Regional Chairperson shall create and maintain an annual calendar of meetings and events for the Region, and provide the calendar to the Sergeant of Arms.
9. The Regional Chairperson shall attend each Board of Directors meeting and report on the issues, concerns, business and needs of the Region.
10. The Regional Chairperson shall serve as the regional representative to any standing committee of the association in the absence of a designated regional appointment to the committee.
11. The Regional Chairperson shall communicate to the Region members the activities of the Board of Directors, including the decisions made at each called meeting of the Board.
12. If the Regional Chairperson is unable to attend a Board of Directors meeting, the Vice-Chairperson or other representative from the Region shall be in attendance to report for the Region.
13. If the Regional Chairperson, Vice-Chairperson or Regional Representative is unable to attend a Board of Directors Meeting due to conflicts of prior commitments, the Chairperson may submit a written report of the Region activities to the Executive Director prior to the meeting.
14. Shall be an active advocate of the association's mission.

The Committee Chairperson

Job Description

The Standing Committee and Special Committee Chairpersons are appointed by the President and shall have the following responsibilities:

1. The Chairperson of any standing or special committee shall attend each Board of Directors meeting and report on the activities of the committee.
2. The Chairperson of any standing or special committee shall prepare an annual meeting calendar for distribution to the Sergeant of Arms. Committee chairs are requested to vary meeting locations such that association members are encouraged to attend and participate in the work of the Committee.
3. If the Chairperson of any standing or special committee is unable to attend a Board of Directors meeting due to conflicts of prior commitments, the Chairperson shall submit a written report of the committees activities to the Executive Director at least ten (10) days prior to the meeting.
4. Shall provide a report of each of the Committee's meetings to the Sergeant of Arms for distribution to the Board of Directors and membership.
5. Shall be an active advocate of the association's mission.