

## **VPMIA Board of Directors Job Duty and Committee Description Policy**

### **Purpose:**

In accordance with the Association's Constitution and Bylaws, individual duties and responsibilities of the officers, District Directors, Immediate Past President, Executive Secretary, standing committee chairperson and each committee shall be in accordance with this policy as approved by the board of directors.

### **Policy amendments:**

- The policy may be amended at any board meeting by a majority vote of the board.

### **The President:**

- Conduct all Board and Membership meetings in accordance with the Association's Bylaws and Constitution.
- Submit the ICC Annual Report online.
- Appoint each standing committee chairperson, not otherwise established by the By-laws, and forward the names to the Information/Technology committee chair (IT) within thirty (30) days following the School of Instruction (SOI). Standing committee chairpersons shall not serve as chairperson of more than two (2) committees.
- Appoint a special adhoc committee chairperson when needed to perform a specific task. Adhoc committees shall operate at the discretion of the board.
- Establish the time and location of Board meetings. The time and location of all Board meetings shall be forwarded to the IT chair and Board. Board meetings shall be equally distributed throughout the year as much as possible.
- Notify the Board's voting members not less than three (3) business days prior to conducting a vote by electronic means.
- Prepare all Board and Membership meeting agendas and forward these agendas to the IT chair not less than seven (7) business days prior to each meeting. The President shall list on the agenda any business of the Association specified by the policy or the Constitution and Bylaws.
- Submit the Association's ICC Chapter of the Year Report and provide a copy of the most recent report to the next President on or about the beginning of their term.(when applicable)
- Serve as a non-voting, ex-officio member of all committees except the Nominations Committee

### **The Vice President:**

- Conduct Board and Membership meetings in accordance with the Association's Constitution and Bylaws in the absence of the President.
- Record the meeting minutes in the absence of the Secretary.
- Serve as the Audit Committee chairperson.

### **The Secretary:**

- Assist the presiding officer with the orders of business during each Board and Membership Meeting and report any official correspondence.
- Record the minutes of each Board and Membership Meeting to include motions and resulting votes.
- The draft minutes of each Board and Membership meeting shall be forwarded to the Board for review within ten (10) business days following such meeting, unless otherwise stated herein. After a five (5) day review period, any necessary changes shall be forwarded to the Secretary. Secretary shall forward the draft minutes to the IT chair ten (10) business days prior to approval.
- The Secretary shall have available at each Board and Membership meeting any draft minutes submitted for approval.
- The Secretary shall provide a copy of the meeting minutes to the newly elected Treasurer within fifteen (15) business days following the SOI.
- Upon approval, minutes shall be marked APPROVED. The Secretary shall sign and date the minutes and affix the secretary's title of office thereto. The Secretary shall have available during each Board and Membership meeting the Association's Official Book of Minutes and all approved minutes shall be retained therein. A digital copy of all approved minutes shall be forwarded to the IT chair not less than ten (10) business days following approval.
- Draft memorial resolutions in remembrance of past and present members and any immediate family members or resolutions approved by the Board thereof. The Secretary shall forward each resolution to the Advertising/Yearbook Committee Chairperson.
- Draft correspondence as requested by the Board or officers.

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### **The Treasurer:**

- The Treasurer shall ensure their signature is assigned to the Association's financial account on or about May 1'st and shall administer the account until on or about May 1'st of the following year.
- The Treasurer shall sign and date any written contract which monetarily binds the Association and shall place the Association's copy of such contract in the Association's financial records.
- Serve as a member of the School of Instruction Committee.
- Place the original of each bank statement in the Association's financial records and accurately maintain a written financial ledger.
- Collect all revenue generated by the Association, including any contributions provided, and deposit such funds into the Association's account in a timely manner. Each deposit receipt shall be placed in the Association's financial records.
- Fund all expenditures approved by the Board and all expenses listed in the budget.
- Submit a written report of the Association's finances at each Board and Membership Meeting and submit any additional reports requested by the Board.
- Provide all financial records requested by the Audit and Budget Committee chairperson.
- Unless the Treasurer is serving a second term, the past Treasurer shall transfer the Association's financial account, financial records and any electronic devices, storage media or financial software on or about May 1'st to the newly elected Treasurer.
- Maintain the organizations budget.

### **The District Directors:**

- Direct and organize activities within their district and report suggestions or concerns of district members to the Board.
- Contact each member within their district to visit the membership roster on the website and confirm their information, including email address is current.
- A District Director shall be a member of the School of Instruction Committee when the SOI is to be held within their district.
- Serve on the Membership Committee.
- Serve on the Training and Certification Committee.
- Attend each Board and Membership meeting or appoint a representative from the district to report the district's activities.

### **The Executive Secretary:**

- File tax exempt status in January electronically on the IRS website.
- File State Corporation Commission dues in January.
- Renew the ICC Preferred Provider membership every November.
- Serve as chairperson of the Membership Committee.
- Approve all memberships except Active Lifetime, Associate Lifetime, and Honorary. The Executive Secretary shall notify each new member.
- Send membership renewal notices not later than December 1st.
- Send a second notice to members whose dues are not received by May 1st.
- Maintain the Association's official membership roster.
- Forward all dues, invoices, and financial documents received to the Treasurer within thirty (30) days of their receipt.
- Forward new member contact information and any expired memberships to the IT chair within thirty (30) days of approval or expiration.
- Accept any letter of resignation submitted by a Board member, and present it during the next Board meeting.
- Shall be the secondary signature on the organization's bank accounts for emergency purposes only.

### **The Immediate Past President:**

- Serve as chairperson of the Nominations Committee.

### **The Committee Chairperson:**

- Appoint those committee members not established by the Constitution and By-Laws or Job Duty and Committee Description Policy and forward the names of all committee members to the IT chair prior to adjournment of the first Board of Director's Meeting following the SOI.
- Schedule and preside over committee meetings and advise the committee of any action recommended by

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the Board.

- Report any committee findings, recommendations or activities at each Board and Membership meeting.

### **Advertising and Yearbook:**

- The committee shall consist of not less than three (3) members.
- Publish the VPMIA Annual Yearbook and provide one (1) yearbook to each member attending the SOI, advertising customers, tabletop contributors and to the Executive Secretary for new membership packets.
- The SOI program shall be published in the yearbook.
- Publish the associations Constitution and Bylaws in each edition of the yearbook.
- Publish the names of the Charter Members, Past Presidents, serving Board members and previous awards recipients in the yearbook.
- Publish any correspondence submitted by the President.
- Publish received resolutions.
- Seek to publish a code or trade related article in each yearbook. No such article shall be published without written consent of the author(s).
- Seek out sponsors to advertise in the yearbook.
- The committee chairperson shall collect all revenue for yearbook advertising and shall forward such revenue to the Treasurer within thirty (30) days of receipt.

### **Audit/Budget:**

- The committee shall consist of not less than three (3) members. The past or current Treasurer shall not be members of the committee.
- The Vice President shall be chairperson of the committee.
- Audit the Association's financial account prior to May 30<sup>th</sup> and report the committee's findings at the Board of Directors Meeting.
- Submit a budget proposal at the Board of Directors Meeting following the SOI. The proposal may be amended as necessary and the Board shall approve the budget.
- The chairperson shall maintain the budget and shall forward a copy to the Treasurer not less than three (3) business days following its approval or amendment.
- The chairperson shall submit any financial forms or documents required by law to the appropriate institution or government agency.
- The chairperson shall be authorized to seek professional services to assist the committee with its duties. Any compensation rendered by the Association for such services shall require prior approval by the Board.
- The chairperson shall ensure their signature is not assigned to the Association's financial account prior to the first committee meeting.

### **Awards:**

- The committee shall consist of not less than three (3) members.
- Following the review of all nominations received, the committee shall select the award recipients.
- Award categories:
  1. Gordon I. Dameron-Active Outstanding Service Award
  2. D. Paul Jack- Active Lifetime Membership Award
  3. Jack A. Proctor Sr.- Active Code Development Leadership Award
  4. David L. Carr- Associate Outstanding Service Award
  5. John A. Otto- Associate Lifetime Membership Award
- Any award not listed shall be approved by the Board.
- Awards shall be presented during the SOI by the Awards Committee chairperson or designated representative.
- An Awards Committee member shall not be eligible to receive an award while serving on the committee.

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### **By-laws:**

- The committee shall consist of not less than three (3) members.
- Draft proposed amendment(s) of the Association's Bylaws and Constitution as recommended by the Board, and submit a draft of such amendment(s) to the Board for review.
- After review and a recommendation determined by the Board, all proposed By-Law amendments shall be submitted to the Membership in accordance with Article X of the Bylaws and Constitution.
- The committee chairperson shall maintain the Association's official copy of the Bylaws and Constitution and all official policies approved or amended by the Board.
- The chairperson shall serve as the Association's Parliamentarian and be provided a recent edition of "Roberts Rules of Order" to resolve any questions not addressed by the organization's By-Laws.

### **Information/Technology:**

- The committee shall consist of not less than three (3) members.
- The Webmaster shall be chairperson of the committee and the website shall be the Association's official source of information.
- The time and location of all meetings shall be posted on the homepage not less than thirty (30) days prior to each meeting except that special meetings shall be posted upon notification by the President.
- An agenda and any minutes to be approved shall be posted on the homepage not less than five (5) business days prior to each meeting.
- The Association's membership roster, all official documents and forms, and minutes approved during the past two years shall be posted. Information pertaining to upcoming ICC events and any information forwarded by DHCD and DPOR shall be available on the website.
- The chairperson shall maintain a distribution list of all members who provide an email account.

### **Legislative:**

- Attend meetings of the Virginia General Assembly as necessary and Represent the interests of the Association.
- Report to the Board and Membership, proposed legislation that may impact the Association.

### **Membership:**

- The committee shall consist of not less than three (3) members.
- The Executive Secretary shall be chairperson.
- The District Directors shall be members of the committee.
- Organize and oversee activities focused on recruiting and retaining members.

### **Nominating:**

- The committee shall consist of not less than three (3) members.
- The Immediate Past President shall be the chairperson.
- The four next most immediate past presidents willing to serve shall be the committee members.
- Following the review of all nominations received, the committee shall select a nominee for President, Vice President, Secretary, Treasurer and a Director from each district of the Association.
- The chairperson shall report at the SOI the recommendations of the committee to the membership.

### **PMG Code Development:**

- The committee shall consist of the members in attendance and the chairperson shall preside over all committee meetings.
- Review and discuss any proposed changes that effect Plumbing, Mechanical or Fuel Gas Code provisions.
- The chairperson may assign any code change recommended by the committee to a committee member and such member shall prepare and submit the proposal. No proposal shall be submitted on the Association's behalf which has not been discussed and recommended by the committee.

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- The chairperson shall forward to the IT chair the code change positions of the committee.

**Time and Place/School of Instruction:**

- The committee shall consist of not less than three (3) members.
- The Training/Certification chair, Treasurer and the District Director, within whose district the upcoming SOI and summer conference is planned to be held, shall serve on the committee.
- Seek out a venue to host the SOI or other conference following the upcoming SOI and negotiate a preliminary agreement with the venue's responsible party at the least possible cost to the Association.
- Conference proposals shall include sleeping room rates, costs for meeting rooms, all meals, A/V equipment, parking fees and any such items necessary to conduct the conference.
- The chairperson shall report the details of such agreement during the Second Board of Directors Meeting and where approved by the Board, the chairperson, Treasurer and the District Director shall visit the venue and, upon verification that the Association's needs will be met, execute a written contract with the venue's responsible party. The written contract shall include sleeping room rates, costs for meeting rooms, all meals, A/V equipment, parking fees and any such items necessary to conduct the conference.
- Develop the SOI and summer conference registration forms and forward a digital copy to the IT chair not less than forty-five (45) days prior to the event. The name and mailing address of the chairperson shall appear on the form and the chairperson shall receive and process the registrations.
- Seek out vendors to sponsor code or trade related displays during the upcoming SOI and summer conferences.
- The chairperson shall collect all revenue collected from the registrations and associated sponsorships and forward to the Treasurer not less than thirty (30) days following either the SOI and summer conferences.

**Training/Certification:**

- Facilitate the presentation of code and trade related training during the SOI and during the summer conferences. The committee shall seek out subject matter experts to provide the training.
- Stay apprised of DHCD's and DPOR's continuing education requirements and provides training opportunities which meet those requirements.
- Facilitate the presentation of code related training to tradesmen for the purpose of educating the contracting community and producing revenue for the Association. Stay apprised of DPOR's continuing education requirements and submit attendance records in accordance with those requirements. The chairperson shall verify yearly and maintain the Association's status as an approved continuing education provider prior to offering code update training to tradesmen.
- The chairperson shall forward to DHCD and DPOR the attendance record of any training provided such training is approved by DHCD and DPOR as continuing education.