



Board Policy

POLICY CATEGORY:	2.0 Board Governance and Operations
POLICY FOCUS:	2.3 Board Member Duties and Responsibilities
DATE OF POLICY:	June 2024

Policy Statement

2.3.1 It is the responsibility of Registrant and Lay Board Members (“Board Members”) to participate actively in the business of the Board and the governance of the AIBC in accordance with the *Professional Governance Act*, including Schedule 2 of the *General Regulation* (Oath of Office), AIBC Bylaws, and Board Policy.

Accordingly, Board Members will:

2.3.2 Be knowledgeable about the *Professional Governance Act*, *Architects Regulation*, and AIBC Bylaws that govern the AIBC. Be and stay informed on matters relevant to governing the AIBC.

2.3.3 Act honestly, in good faith and in the best interests of the public and the AIBC. Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances.

2.3.4 Maintain solidarity with other Board Members in support of a decision made at a Board meeting. Participate actively and constructively in the discussions of the Board.

2.3.5 Follow the Board Rules and Code of Conduct agreed on by the Board regarding how it will govern and conduct itself.

2.3.6 Not represent the interests of special groups or individuals over the interests of the public and the AIBC.

2.3.7 Not speak or act as individuals on behalf of the Board unless authorized to do so by the Board.

2.3.8 Attend all Board meetings or notify the Board Chair of their inability to attend. Inform themselves of the proceedings, decisions, and proposed actions decided upon at missed Board meetings within seven days of the meeting. Come to meetings prepared to discuss what is on the agenda.

2.3.9 Not interfere in the management and operations of the AIBC, subject to Board Policy or appropriate direction. Recognize that Board Members are not individually empowered to exercise authority over staff.

2.3.10 Participate on the Board’s advisory groups, task forces and working groups. Board Members do not normally serve on operational advisory groups or task forces unless the Terms of Reference for such groups specifically provide for Board membership, or unless a Board Member is otherwise specifically appointed. If serving on an operational group, Board Members are not to report to the Board on the proceedings or activities of the operational groups that fall within the authority and reporting obligations of the CEO.

Accordingly, in recognition of the contribution Board Members make to the effective governing of the Institute, the following benefits are provided to Board Members during their term of service:

2.3.11 Complimentary registration at the AIBC Conference and PD Day. Board Members will be provided complimentary registration for the Conference/PD Day held at the end of their first, second, and third year of their term on the Board.

2.3.12 Costs associated with education courses and programs in accordance with the Board Orientation and Knowledge Development Program Guidelines, and the guidelines in policy 2.4 Board Operations.

2.3.13 Annual Board planning retreat associated costs (accommodation, food and beverage, and travel).

2.3.14 AIBC-provided or organized orientation and training sessions.

2.3.15 Lunch/refreshments and parking paid when attending in-person Board meeting and planning sessions.

2.3.16 Board Members outside of the Lower Mainland - travel costs to attend Board meetings and planning sessions (including ferry and overnight accommodation if required, or return airfare or mileage from other parts of the province)*.

2.3.17 Board Chair or other designated Board Member - travel/accommodations/related expenses to attend national meetings; government meetings; community engagement; annual conferences of other professional/industry organizations*.

* Expenses incurred by Board Members related to these activities are reimbursed according to policy 2.4.

Revision and Approval Log

June 11, 2024	Approved by Board