


# LOS ANGELES BASIN CHAPTER

## INTERNATIONAL CODE COUNCIL

Established 1957  
[www.icclabc.org](http://www.icclabc.org)

P.O. Box 1099  
Alhambra, CA 91802  
 @LABC\_ICC



### ICC-LABC POLICY #2020-01 DUTIES AND FUNCTIONS OF THE BOARD OF DIRECTORS

Approved: 12/04/20  
Revised:

The Board of Directors of the ICC Los Angeles Basin Chapter has the duty to conduct the Chapter in accordance with the ICC-LABC Bylaws. The intent of this ICC-LABC Policy is to assist the Board of Directors in performing their duties and functions. The duties of each Board of Directors are promulgated in Article IV of the Chapter's Bylaws. Those duties and functions are as follows:

**1.0 DUTIES OF PRESIDENT.** The President shall be the official Chapter representative and chief executive and shall preside at all regular and special meetings of the membership and at all regular or special meetings of the Board of Directors. The President shall establish the Chapter goals and objectives for the fiscal year.

In addition, the President shall be responsible for the following tasks:

- Prepare agenda for the Board of Directors' Meeting.
- Renew ICC membership, update Board of Directors' information and submit for ICC benefits at the start of each calendar year on the main ICC website.
- Renew Region 1 membership.
- File the Statement of information at Secretary of State of California, biannually during the odd years.
- Participate in/attend ICC leadership conference/meetings.
- Chair the committee/group for the ABM planning.
- Advertise and solicit sponsors and vendors for the Chapter.
- Maintain communication and relationship with regional chapters.
- Organize and host a joint regional Building and Safety month meeting.
- Continuously update message from the president website.
- Assign P.O. Box key to a Board member.

#### 2020 BOARD OF DIRECTORS:

##### PRESIDENT

ARA SARGSYAN, PE, CBO  
City of Santa Monica

##### VICE PRESIDENT

CIARA BARNETT, PE, CASp  
County of Los Angeles

##### TREASURER

CELINE SARKISLOO  
City of Glendale

##### SECRETARY

EUGENE BARBEAU, PE  
City of Los Angeles

IMMEDIATE PAST PRESIDENT  
SHAHEN AKELYAN, SE  
City of Los Angeles

#### COMMITTEE CHAIRS:

##### ADMINISTRATION

TRUONG HUYNH, PE, CBO  
City of Long Beach  
SHAHEN AKELYAN, SE  
City of Los Angeles

##### DISABLED ACCESS

FARUK SEZER, PE, CASp  
City of Los Angeles  
CHRIS AGUS, CASp  
City of Glendale

##### FIRE-LIFE SAFETY

GABRIEL REZA,  
City of Glendale  
FOSTER MCLEAN  
City of Glendale

##### INSPECTION

SANDY MCCRACKEN  
IAS  
JAMES BREWSTER  
City of Santa Monica

##### STRUCTURAL

GREGORY BOWSER, SE  
City of Long Beach  
ALLEN MANALANSAN, SE  
City of Los Angeles

##### SUSTAINABILITY

AYLA JEFFERSON, CBO, CSP  
Transtech  
ARIANA VITO  
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- Chapter pin design and order.
- Respond to the emails addressed to [president@icclabc.org](mailto:president@icclabc.org).
- Assist and train the President Elect in transition of responsibilities.

**2.0 DUTIES OF THE VICE PRESIDENT.** The Vice President shall act and perform the duties of the President during the President's absence from any meetings of the Chapter or the Board of Directors, or by a vote of the Board of Directors in case of disability of the President, and shall assist the President in the conduct of the office of President. The Vice President shall be responsible for all Chapter Committee activities and shall appoint all chairs of such committees. The Vice President shall be responsible for the educational needs of the membership including but not limited to training, seminars, code of ethics and professional mentoring.

In addition, the Vice-President shall be responsible for the following tasks:

- Organize/Coordinate Trainings.
- Make reservations for the training venues.
- Organize and host a committee chair meeting with the Board at the beginning of the year.
- Renew ICC Preferred provider membership.
- Submit technical trainings to ICC for CEU approval as preferred provider.
- Advertise and solicit sponsors for the Chapter ABM.
- Reserve conference rooms for upcoming year.
- Respond to emails addressed to [vice-president@icclabc.org](mailto:vice-president@icclabc.org).
- Assist and train the Vice President Elect in transition of responsibilities.
- Prepare following year budget plan.

**3.0 DUTIES OF THE TREASURER.** The Treasurer shall be responsible for receiving and disbursing funds, supervising financial affairs, approving expenditures as provided by resolution of the Board of Directors, and generally performing such official duties of a Treasurer of a corporation. The Treasurer shall also be responsible for maintaining membership records and managing professional services.





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In addition, the Treasurer shall be responsible for the following tasks:

- Update bank account information at the beginning for year.
- Pay for chapter expenditures.
- Order food for monthly chapter meetings.
- Collect money during monthly chapter meeting.
- Print and provide receipts.
- Send invoices to the past members and sponsors for renewal.
- Update and Maintain Membership Information.
- Maintain receipts for all Chapter expenditure and revenue.
- Work with the tax consultant to file the annual taxes.
- Respond to the emails addressed to [treasurer@icclabc.org](mailto:treasurer@icclabc.org).
- Assist and train the Treasurer Elect in transition of responsibilities.

**4.0 DUTIES OF THE SECRETARY.** The Secretary shall be responsible for keeping the minutes and records of meetings, preparing and maintaining correspondence, sending all notices and generally performing such official duties of a Secretary of a corporation.

In addition, the Secretary shall be responsible for the following tasks:

- Prepare and Email Meeting Agenda to the membership in a timely manner.
- Prepare meeting minutes.
- Update and maintain the Chapter website.
- Send notices to the membership behalf of the Chapter.
- Draft and/or prepare correspondences at the direction of the Board of Directors.
- Organize Chapter Meeting with Treasurer.
- Compile list of attendees and prepare a sign in sheet for the Chapter meetings, trainings and events.
- Send out training certificates.
- Advertise job postings upon member request.
- At end of year, copy Chapter files to CD/DVD media for archiving.
- Respond to emails addressed to [secretary@icclabc.org](mailto:secretary@icclabc.org).
- Assist and train the Secretary Elect in transition of responsibilities.





**5.0 DUTIES OF THE IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board of Directors in governing the Chapter. Immediate Past President serves as the Chair of the Nominating Committee.

In addition, the Immediate Past President shall be responsible for the following tasks:

- Assist the President in networking with other Chapters and organizations.
- Assist and advise the Board members in raised issues and matters.
- Facilitate scholarship applications and process.
- Ensure that the sponsor’s benefits are being utilized.
- Respond to the emails addressed to [pastpresident@icclabc.org](mailto:pastpresident@icclabc.org).

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