

# MEBB / MICHIGAN ENVIRONMENTAL BALANCE BUREAU

## SOP's

### I. President

- A. Chairman of the Board of Directors.
  - a. Sets Agenda.
  - b. Encourages and keeps BOD going forward (steady and easy).
  
- B. Review / Finalize BOD Meeting Minutes.
  - a. Takes notes along w/Chapter Coordinator-Secretary, reviews and updates secretary's draft prior to distribution.
  
- C. Hosts Annual MEBB Meeting.
- D. Assist / Review Draft Newsletter by Chapter Coordinator for Content.
- E. General Assistance if/when Wherever Necessary.
- F. General Correspondence as MEBB Representative to NEBB and Others.
- G. Sign Checks.
- H. Attend NEBB Annual Seminar.
  - a. Attend Open Committee Meetings.
  - b. Share info from annual meeting with BOD members.

### II. Vice-President

- A. Sits on the Board of Directors and Attends Scheduled Meetings.
- B. Act as an Interim/Replacement for the President If/When Necessary.
- C. Help/Assist President Wherever Necessary.
- D. Sign Checks.

### **III. Board of Directors**

- A. Attend Scheduled BOD Meetings.
- B. Conduct the Business Activities and Affairs of MEBB.
  - a. Determine Policy.
  - b. Administer Activities.
  - c. Further the NEBB Program.
  - d. Marketing.
  - e. Other necessary activities as they arise.
- C. Appoints Members to the Technical Committee -  
(and all other Standing Committees as determined necessary).
- D. Review TC positions as applicable.
  - a. TCC every 5 years.
  - b. Other TC members annually.

### **IV. Technical Committee**

- A. Review Applicant Information Prior to Forwarding to NEBB to verify all requirements are met.
- B. Review Required Firm Instrumentation for Recertification of MEBB Members under the direction of the TC Chairman.
- C. Responsible for MEBB Annual Seminars.
  - a. Secure speakers for technical training seminars portion of the meeting.
- D. Training / Seminars / School.
- E. Assists National in the Monitoring of Complaints and Inspections if/when necessary for enforcement of NEBB policies.
  - a. Complaint against a member MEBB firm.
  - b. Situation of non-certified firm using NEBB forms or Logo, etc.
- F. Judge Qualification for MEBB Members Continuing Education (Seminars) Requirements for Recertification based on NEBB bylaws.
  - a. What qualifies (and what doesn't) for credit.

**V. Technical Committee Chairman**

- A. Sits on the Board of Directors and Attends Scheduled Meetings.
- B. Chairs the Technical Committee.
- C. Proctor Written Exams for Michigan NEBB Applicants.
- D. Oversees MEBB Firm's Recertification Process.
- E. Attend NEBB Annual Seminar.
  - a. Attend Open Committee Meetings.
  - b. Share info from annual meeting with BOD members.

**VI. Treasurer**

- A. Sits on the Board of Directors and Attends Scheduled Meetings.
- B. Review Chapter Coordinator-Secretary's Accounting.
  - a. Assist in Balancing Account, if necessary.
- C. Prepare Financial Statements.
  - a. For Annual Membership Meeting.
  - b. Upon Request From the BOD and/or President.
- D. Advises the BOD on Financial Status.
- E. Signs Checks.
- F. Keeps track of the \$25,000 non-profit status limit.
  - a. Communicate with the State (if necessary) as related to MEBB policies.

## **VII. Chapter Coordinator**

*A coordinator should be appointed or retained by a chapter of NEBB to do any or all of the following under the direction of that chapter's Board of Directors:*

### Set up, notify and attend meetings:

1. Board of Directors.
2. Membership (includes annual meeting and others as determined).
3. Committee meetings upon request (includes technical, membership, industry relations, etc.).
4. Coordinate development of agendas

### Maintain chapter records:

1. Minutes of meetings.
2. Financial records, including payables, receivables and tax.
3. Section 4.4.2.4 of the Operational Procedures states that each chapter must have a Secretary/Treasurer who has responsibility for all financial and financial reporting activities as required by NEBB and the local chapter bylaws.
4. Must follow generally accepted accounting procedures – a financial review/audit may be required, as well as Federal and State tax returns (if over \$25k non-profit status).
5. Member record (certification & recertification).
6. Maintain mail lists.
7. Certification levels.
8. Supervisory personnel records.
9. Bylaws & incorporation.
10. Arrange for liability insurance and confirm coverage (thru NEBB).
11. Calendar of events.

## **VII. Chapter Coordinator (cont.)**

### Invoice and collect fees:

1. Send out invoices.
2. Send reminders and past due notices.

### Answer inquiries:

1. Public (includes applicant inquiries).
2. Design community.
3. Contracting industry.

### Set up and manage(in cooperation with technical committee & proctors):

1. NEBB written exam (twice a year).
2. NEBB practical exams (as required by Board).

### Attend NEBB annual meeting and committee meetings (as approved by Board):

### Answer public inquiries and complaints:

Coordinate response of Board and/or local technical committee.

### Coordinate activities and answer inquiries from NEBB National Office:

1. Submit applications.
2. Submit supervisory additional requests.
3. Submit change in status.
4. Submit annual report on chapter activities to NEBB.
5. Others as needed.

### Coordinate activities and answer inquiries:

From members firms and/or their supervisory personnel

## VIII. Proctors

*Prerequisite to becoming a 'Certified N.E.B.B. Proctor', candidate Proctors must attend at least one (1) written exam for either a Technician or Supervisor Certification test and become familiar with the paperwork and procedures. Also, candidate Proctors must attend and assist with two (2) local Practical Examinations for either Technicians or Supervisors and must attend and assist with at least one (1) out-of-state Practical Examination, working under the direction and supervision of a Certified Proctor for both local and out-of-state examinations.*

### I. Written Examinations

- A. Sit for and administer Technician and Supervisor Written examinations.
  - 1. Proctor must handle scheduling and administration of Technician tests in cooperation with another Proctor or Proctors and must coordinate scheduling with local Chapter Coordinator.
    - a. Coordinate time and date of testing with local Chapter Coordinator and additional Proctors and candidates.
    - b. Coordinate location of testing, making necessary arrangements for test site procurement.
      - 1.) Test site can be O.C.C. Classroom or local Library meeting room if more convenient.
      - 2.) Arrangements for the use of local Library meeting rooms must be made in advance of test date.
- B. Coordinate paperwork for Supervisor Written Examinations.
  - 1. Procure test forms from Chapter Coordinator in advance of scheduled test date.
    - a. Forms and associated administration paperwork is sent from the National office of N.E.B.B. in a packet, usually a week in advance of test date.
    - b. Appropriate test forms for each candidate are included, along with Procedure and Requirement Acknowledgement forms, to be signed and returned by candidate(s) at the time of testing.
  - 2. Organize and return completed test forms (including any unused forms) to Chapter Coordinator as soon as possible after test date
    - a. Minimize any delay in getting paperwork back to Chapter Coordinator.
    - b. Tests are NOT graded by local Chapter personnel. National N.E.B.B. offices are responsible for grading Supervisor Exams.

### II. Practical Examinations

- A. Proctors must familiarize themselves with the Test Stands that are used for the Supervisor and Technician Practical Exams.
  - 1. Proctors are responsible for setting up the Test Stands prior to the arrival of the candidates (approx. 1 hour).
    - a. Equipment must be set up and made operational.
    - b. Any "error finding glitches" that are to be incorporated into the Practical Exam Test Stand must be set prior to the arrival of the candidates.
  - 2. Proctors must make "Hold Harmless" forms available to candidates, for their review and signature, prior to Practical Exams.

## VIII. Proctors (cont.)

3. Proctors should verify that all candidate paperwork, payments, etc. have been taken care of prior to testing.
  4. Proctors should utilize "15 minute Schedule Forms" to maximize efficiency of time usage during exams.
- B. Proctors *MUST* be familiar with the Proctor's Administration Manual, Sections 'D' and 'E' to administer a Supervisor Practical Exam.
- C. During the practical exam, Proctors must act as Engineer, Electrician, Pipe Fitter, Sheet Metal Contractor and Control Contractor, to accommodate the needs of the candidate, when he/she finds test stand problems and requires/suggests changes. (ie: change of motor rotation on fan or pump, increase of make-up water pressure on Hydronic Test Stand, adjustment of control parameters on VAV box.)
- D. During the practical exam, Proctors must also act as Safety Inspector, in that, if he/she witnesses any candidate activity or practice that appears to be unsafe, he/she may stop the candidate and advise him/her or suspend the activity, all together, if he/she deems it necessary.

### III. Grading

- A. Proctors must, in cooperation with the other Proctors, review test results and assist in the grading for Technician Written Test *and* both Technician and Supervisor Practical Exams – (excludes Supervisor Written Test – which is graded @ NEBB National). Some answers can be somewhat subjective and should be reviewed by all Proctors present, to ensure that a consensus is reached before grading.
1. Supervisor Exam – Preliminary Field Report Preparation.
    - a. Grading "Key" will be provided.
    - b. Should be double-checked by additional Proctor or Proctors.
  2. Supervisor Exam – Error Finding Exercise.
    - a. Grading "Key" will be provided.
    - b. Should be double-checked by additional Proctor or Proctors.
  3. Supervisor Exam – Oral Exam.
    - a. Grading "Key" will be provided.
    - b. Requires that two (2) proctors witness answers.
    - c. Tape recording answers eliminates any disputes.
  4. Supervisor and Technician – "Hands-on" Testing.
    - a. Grading "Key" will be provided.
    - b. Requires that two (2) proctors witness procedures and instruments used.
      - 1.) Administration Manual allows for a third Proctor to "float" between Air and Hydronic test stands, to assist the other two proctors that are stationed as witnesses.

**Note:**

*New Treasurer and Board of Directors are elected @ every EVEN year, i.e. '00, '02, '04, etc. at MEBB annual meeting.*

*Order of succession is as follows: Vote in New Treasurer, then Previous Treasurer becomes New Vice-President and Previous Vice-President becomes New President, Terms are for 2 years. Board members have no term limits.*