

RHODE ISLAND BUILDING OFFICIALS ASSOCIATION

BI-ANNUAL INSTALLATION DINNER POLICY

It shall be the responsibility of the Incoming President of the Rhode Island Building Officials Association to select and coordinate the location of the Executive Board Installation Dinner.

The Installation Dinner shall be held in the month of November two months after the September election (every two years).

The Official duties of the President, Vice-President, Secretary and Treasurer shall not take effect until the swearing in at the Installation Dinner.

The following task shall be coordinated by the Incoming President and Executive Board:

- *The President to select the Installation Dinner location and date (November).*
- *Obtain all food and appetizer pricing breakdowns.*
- *Meal selection options.*
- *Prepare notice of Installation Dinner to all RIBOA members who may want to attend and to invite award recipients as guest of honors (notice of award recipient is not given until the presentation of the award at the Installation Dinner).*
- *Arrange for a member of RIBOA to photograph the Installation Dinner for inclusion on the website.*
- *Coordinate with the State Building Commissioners Office for a member of that office to offer opening remarks, officiate the oath of office along with the pinning of the incoming Executive Board.*
- *Coordinate with the International Code Council (ICC) to have a representative of that organization present and assist the Building Commissioner in the officiating of the swearing in for the oath of office.*
- *The President and the Executive Board shall offer opening remarks.*
- *The President and the Executive Board shall present awards to the immediate Past President(s), the "Vincent DiMaise" Award and any other awards given by or accepted by the Association. All recipients shall also be allowed the opportunity to offer remarks.*
- *Closing remarks by the President and Executive Board.*

The following Installation Dinner attendees and their guest shall have the cost of their dinner(s) funded by RIBOA.

- *The outgoing President, the incoming Executive Board, which shall be made up of the President, Vice-President, Secretary and Treasurer, the Building Commissioner, ICC Representative and all award recipients.*

All other attendees and their guest shall be responsible for payment to attend the Installation Dinner. The incoming President and Executive Board shall set the price for members. The incoming President shall send the notice, which shall include the date, time and location along with the cost for members and their guest. The President shall maintain the list of all attendees.

The newly elected Treasurer with the assistance of the newly elected President shall coordinate the payment for the Installation Dinner and all money collected from members to attend the function.