



### CCHRA Non-Degree Designation Task Force

**Approved by the SAC meeting of September 16<sup>th</sup>, 2013**

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<b>MANDATE OF COMMITTEE</b>	The Non-Degree Designation Task Force is an ad hoc Task Force mandated to study the need for introducing a non-degree designation and determine the possible strategic implications to the CHRP and to bring to the Board a report a set of recommendations and a proposed implementation plan, if required.
<b>REPORTING RELATIONSHIPS AND REQUIREMENTS:</b>	<p>The Task Force Chair reports to the Board through the Chair of the SAC.</p> <p>The Task Force Chair is responsible for developing a project plan for the project. This plan is to be submitted to the SAC by mid-January 2014.</p> <p>The Task Force Chair is responsible for seeing that the task force completes its assignment as set out in the project plan by the end of January 2015.</p>
<b>COMMITTEE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• The Task Force is responsible for delivering a report to the Standards Advisory Committee which study the need for introducing a non-degree designation and determine the possible strategic implications to the CHRP,</li> <li>• Any proposed non-degree designation is to be consistent with the most recent description of the profession as provided by the 2013 practice analysis,</li> <li>• The Task Force is to make recommendations that are evidence-based wherever possible,</li> <li>• The Task Force is to review similar designations in other professions (where there are levels of practitioners within the same discipline)</li> </ul>
<b>COMMITTEE TERM AND THE APPROVAL PROCESS</b>	<p>The Task Force Chair will be appointed by the Chair of the SAC and will be a committee member of the SAC.</p> <p>Task Force members are recommended by Member Associations. Each Member Association will have one member to a maximum of three on the Task Force.</p> <p>The term of the appointment is the duration of the project (end of January 2015).</p>
<b>MEMBERSHIP:</b>	<p>Membership will consist of a minimum of one member to a maximum of three members from each Member Association.</p> <p>Membership should consist of academics from the community college level and or university level, and Senior Human Resources professionals.</p> <p>All members of the Task Force have voting privileges.</p>
<b>MEETINGS:</b>	<p>Meetings of the Task Force shall be held at the call of the Task Force Chair and a majority of the members of the Task Force shall form a quorum.</p> <p>The Task Force Chair is responsible for ensuring that its approved Task Force minutes are submitted to the Executive Director of CCHRA as well as to the Chair of SAC.</p> <p>All meetings will be conducted via teleconference and or by webinar.</p>

<b>BUDGETARY AUTHORITY:</b>	Any budget for the Task Force would be submitted in advance to the Chair of the SAC and approved by the Board.
<b>STAFF SUPPORT:</b>	The CCHRA Executive Director is responsible for providing the required staff support to the committee. The staff support person or designate shall act as Secretary of the meetings of the Task Force.