



CCHRA Professional Program Working Group

Approved by the SAC meeting of September 16, 2013

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MANDATE OF COMMITTEE	The Professional Program Working Group is an ad hoc working group mandated to study the need for a post-NKE professional program as a requirement for the CHRP and to bring to the CCHRA Board a report, a set of recommendations, and a proposed implementation plan, if required.
REPORTING RELATIONSHIPS AND REQUIREMENTS:	<p>The Working Group Chair reports to the Board through the Chair of the SAC.</p> <p>The Working Group 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 Working Group Chair is responsible for seeing that the working group completes its assignment as set out in the project plan by the end of September 2014.</p>
COMMITTEE RESPONSIBILITIES:	<ul style="list-style-type: none"> • The Working Group is responsible for delivering a report to the Standards Advisory Committee which study the need for a post-NKE professional program, • Any proposed professional program is to be consistent with the most recent description of the profession as provided by the 2013 practice analysis, • Any proposed professional program is to be consistent with the requirements of a ‘Level 4’ profession, • The Working Group is to make recommendations that are evidence-based wherever possible, • The Working Group is to review similar programs across offered by other professions
COMMITTEE TERM AND THE APPROVAL PROCESS	<p>The Working Group Chair will be appointed by the Chair of the SAC and will be a committee member of the SAC.</p> <p>Working Group members are recommended by Member Associations. Each Member Association will have one member to a maximum of three on the Working Group.</p> <p>The term of the appointment is the duration of the project (until the end of September 2014).</p>
MEMBERSHIP:	<p>Membership will consist of a minimum of one member to a maximum of three members from each Member Association.</p> <p>Membership shall consist of Senior Human Resources professionals, academics with business related experience.</p> <p>All members of the Working Group have voting privileges.</p>
MEETINGS:	<p>Meetings of the Working Group shall be held at the call of the Working Group Chair and a majority of the members of the Working Group shall form a quorum.</p> <p>The Working Group Chair is responsible for ensuring that its approved Working Group minutes are submitted to the Executive Director of CCHRA as well as to the Chair of SAC.</p>

	All meeting will be conducted via teleconference or by webinar.
BUDGETARY AUTHORITY:	Any budget for the Working Group would be submitted in advance to the Chair of the SAC and approved by the Board.
STAFF SUPPORT:	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 Working Group.