

# Experience Assessment Committee

## Terms of Reference

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Date: \_\_\_\_\_

### Mandate and Purpose

The Experience Assessment Committee exists to evaluate and verify CHRP Validation of Experience.

### Responsibilities

- ❖ Assess and validate that each individual seeking the CHRP designation has met the experience requirements.
- ❖ The assessment will result in three possible outcomes:
  - Pass – approval
  - Fail – with recommendation as to what should be satisfied for requirements to be met
  - More information required – with detail on what is required in order for the committee to appropriately assess the individual application
- ❖ Attend annual training session.

### Limitations

- ❖ None. This committee acts independently of the Board of Directors or the Registrar.

### Composition

The Committee Chair and members will be appointed by the Board of Directors on the recommendation of the Nominating Committee. Six to nine CHRP members in good standing (including the Chair) will be required to have held the CHRP designation for a minimum of three and have gone through the recertification process at least once. You will enjoy participating on this committee if you are a CHRP and available for four to eight hours three times per year as follows:

- ❖ Late January/early February
- ❖ Late May/early June
- ❖ Late September/early October

## Term

Committee members may serve up to 3 consecutive years. A committee member may serve an additional 1 year as Chair.

## Roles

**Staff Liaison:** This position is a member of the HRMAM staff assigned by the CEO to provide support to the committee's process.

**Chair:** The Chair is accountable for the process and decisions of the committee. The Chair duties are as follows:

- Ensure that all committee members are trained;
- Review all of the work of the committee members;
- Make final decisions as required;
- Inform the Registrar of the committee's decisions;
- Ensure that the committee members are motivated and engaged and resolve any issues that arise; and
- Ensure that the committee and the process is functioning appropriately.

**Committee Members:** The Committee members are appointed by the Board of Directors. They participate in the responsibilities of the committee as listed above. The Committee Members are accountable to the Committee Chair.

**Registrar (CEO):** The Registrar (CEO) is accountable to the Board of Directors to ensure that the process takes place, to inform members of the committee's decision and to communicate any criteria changes from CCHRA or the Professional Standards Committee of the Board to the Committee Chair. Notwithstanding the foregoing, the committee's decisions and the work of the committee takes place independently of the Registrar (CEO) and the Registrar (CEO) has no authority over committee decisions.

**Board of Directors:** The work of the committee also takes place independently of the Board of Directors as the Board of Directors will hear any appeals on the committee's decisions.

## Commitment

Four to eight hours, 3 times per year as follows:

- ❖ Late January/early February
- ❖ Late May/early June
- ❖ Late September/early October

## Conflict of Interest – HRMAM Board Policy

A conflict exists at any time when an individual's judgement is impaired due to other factors. It is the responsibility of the individual to self-declare any potential conflicts. The potential for real and perceived conflict of interest exists in not only the Board, but with members who participate on committees. This policy applies to both board and committee members.

- Board and Committee Members must avoid conflict of interest with respect to their responsibility:
  - There must be no self-dealing or any conduct of private business or personal services between any Board member and the Association except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
  - When the Board or a Committee is to decide on an issue, about which a member has an unavoidable conflict of interest, that member shall absent her or him without comment from not only the vote, but the deliberation as well.
  - Board Members must not use their positions to obtain employment for them, family members, or close associates. Should a member desire employment, he or she must first resign.
  - Members will annually disclose their involvements with other organizations, with vendors, or any other associations which might produce a conflict.
  - Any Board member or Committee member serving on an awards committee or any Board member where the Board is making the selection must remove themselves from the deliberation and the decision when the potential nominee or recipient is:
    - The owner, employer or the employee of the board or committee member;
    - A work colleague of the board or committee member;
    - A family member of the board or committee member; and
    - Any other situation identified by the Board or Committee where an individual's objectivity may be impaired.
  - The above would apply in the following situations:
    - Choosing speakers
    - Awarding contracts/choosing service providers
    - Selecting award recipients
    - Member discipline, accreditation and assessment
    - Creating strategic partnerships
  - It is incumbent on an individual board member or committee member to remove him or herself from any discussion and decision when he or she feels that objectivity is impaired; and
  - Should it be unclear as to whether a real or perceived conflict of interest exists, the decision will be made by vote of the Board or Committee.