

Professional Points Panel Terms of Reference

Date: _____

Mandate and Purpose

The Professional Points Panel exists to review educational submissions in order to determine whether a submission qualifies for CHRP professional development hours.

Responsibilities

- ❖ Review educational submissions to determine qualification and the number of hours;
- ❖ Provide feedback to the CEO regarding the content of the submissions and the process; and
- ❖ Attend a training session.

Composition

The Committee Chair and members will be appointed by the Board of Directors on the recommendation of the Nominating Committee. Three to five CHRP members in good standing (including the Chair) will be required. You will enjoy participating on this committee if you are a CHRP and possess some experience or familiarity with training, course design and/or instruction.

Commitment

Five to fifteen hours per year.

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 to the CEO. The Chair duties include the following:

- Ensuring that the committee evaluates the submissions according to the guidelines and criteria.
- Chairing the meetings of the committee
- Communicating the results of the evaluations to the staff liaison.
- Working with the staff liaison to ensure that the committee members are motivated and engaged and to resolve any issues that arise.

Committee Members: The Committee members are appointed by the Board of Directors. The committee members actively review and approve the submissions and determine the number of professional development hours. The committee develops feedback and recommendations to the CEO on process.

CEO: The CEO is accountable to the Board of Directors for the process and successful operation of the committee.

Commitment

Five to fifteen hours annually.

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.