

# Recertification Committee

## Terms of Reference

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

### Mandate and Purpose

The Recertification Committee exists to ensure that all CHRP members adhere to the professional development requirements set down by the Board of Directors.

### Responsibilities

- ❖ Review and approve submitted professional development logs based on criteria approved by the Board of Directors within two weeks of the submission;
- ❖ Evaluate each assigned logs for two possible results:
  - Approved – clearly meets the standards. No further action required from the Committee.
  - Not approved – does not meet the standards. The reviewing committee members will articulate additional information required;
- ❖ Make recommendations regarding process to the Registrar (CEO)

### Limitations

- ❖ The CEO acts as the CHRP Registrar. The Registrar has the authority to override a committee decision in the infrequent occurrence that conditions warrant.

### 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. You will enjoy participating on this committee if you are able to commit two to four hours per month evaluating professional development logs. The time commitment is critical in order to deliver on HRMAM's promise to membership regarding turnaround time.

## 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. The Staff Liaison is the first point of contact for the Chair. The Staff Liaison is accountable to the CEO for ensuring that the logs forwarded to the committee have been completed and for providing support to the committee.

**Chair:** The Chair is accountable to the CEO. The Chair's duties are as follows:

- Ensure that the committee reviews logs in a timely manner
- Chair an annual meeting of the committee and make suggestions regarding process to the Registrar (CEO).
- Act as a tie-breaker when two reviewers disagree on the decision or the logs themselves are unclear. The Chair determines what information may be missing from the logs and liaises with staff to obtain the information from the member.
- Conduct or ensure that another committee member conducts professional development information sessions for the membership semi-annually.
- Ensure that the committee is functioning appropriately and completing their duties within the prescribed timeline.

**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 logs are reviewed; members are notified of the results within the defined timelines. The Registrar must report anomalies to the Board of Directors.

## Commitment

Two to four hours per month.

## 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.