

# **CFMA Certification Division**

## **ACCREDITATION COMMITTEE CHARTER**

### **Purpose:**

To support the mission of CCIFP Certification to be the essential financial management certification for the construction industry through the review and application of accreditation standards to ensure program consistency and continuity by leading the efforts for CCIFP Certification in obtaining and maintaining third party accreditation.

### **Operations:**

The schedule of calls will be determined by the Committee Chair and Vice Chair. Minutes documenting the discussions, decisions made, and actions taken during the meeting will be produced and distributed within ten business days. During meetings of the committee, a majority of the members of the committee at the time of the meeting shall constitute a quorum. A quorum needs to be established for a vote of any questions brought to the Committee and must be affirmed by a simple majority of those present to be approved. At all meetings of the Committee, the Chair shall preside over the meeting if present. In their absence, the Vice Chair shall act as Chair.

Subcommittees of this Committee may be formed for the purpose of carrying out specific ongoing responsibilities of the Committee. Subcommittees are governed by this charter and will be populated with Committee members and other stakeholders, subject to Committee approval. Subcommittees will make periodic reports to the Committee including any new issues raised for consideration by the Subcommittee. The Subcommittee(s) for this committee and their purposes are listed below.

#### **Subcommittees of the Accreditation Committee:**

- **Annual Surveillance and Renewal Subcommittee**
  - **Purpose:** To ensure completion of the ANSI National Accreditation Board (ANAB) Annual Surveillance and Five Year Renewal application process.

The Committee Chair and Vice Chair may form task forces as needed. Task Forces are temporary stakeholder groups that address specific non-routine issues or other duties that align with the overall committee charges.

Task Forces are governed by this charter and will be populated with Committee members and other stakeholders, subject to Committee approval. Task Forces are disbanded upon completion of the specific work activity or converted to subcommittees if it is determined that they should become a permanent part of the Committee. Task Forces are required to have a purpose statement and defined timeframe.

### **Charges:**

- Internal & external certification program review as it relates to accreditation
- Lead the Certification Division in filing the accreditation annual updates and five-year renewal application
- Review documents related to accreditation
- Ensure Committee training is complete on an annual basis.

**Committee Population and Terms:**

Committee members should be willing to learn guidelines, policies and procedures related to the Certification Division and third party accreditation.

Membership on the committee is open by Committee invitation to any CCIFP in good standing. The Committee may request non-CCIFPs to join the Committee as non-voting members as deemed necessary to provide expertise or resources. And, upon selection or appointment thereto, said member shall serve at the pleasure of the Certification Board. As the Committee's needs in terms of expertise, connections, demographics and intrinsic qualities are not static, upon recommendation, term limits may be enacted to ensure new participation.

The Committee is populated by not less than five (5) and not more than nine (9) qualified members, inclusive of the Chair and Vice-Chair positions. The Chair of each committee shall be ratified by the Officers of the Certification Board. The maximum term served by any Chair or Vice-Chair shall be three (3) years. General committee member terms shall be three (3) years; there shall be no limit on the number of renewable general committee member terms. A representative from the Certification Board shall be appointed as Board Liaison by the Chairman of the Certification Board to serve in an ex-officio capacity as a resource to each committee and are not included in the population count for any given committee.

Committee members are required to attend at least half of the Committee meetings to retain membership on the Committee. Any member failing to meet this requirement will be removed from the Committee at the discretion of an affirmative vote of the Committee Chair, Vice Chair and Staff Co-Chair. Signed and returned committee affirmations will confirm member participation each year.

All committee members shall be required to submit the "Confidentiality, Nondisclosure, and Non-Compete Agreement" as a condition of service. All committee members shall complete the CCIFP Accreditation Committee Training Program, including a review of committee-specific duties and a learning outcomes assessment. Failure to complete training within 60 days of the date of acceptance for committee service will prevent the committee member from full participation until such time the training is completed.

**Authority:**

The Committee does not have the authority to act or speak on behalf of CFMA or the Certification Division without the prior approval of the appropriate Officers or Executive Committee.

**Reporting:**

The Committee liaison reports to the Certification Board. The liaison shall provide a written report of committee activities to each regular meeting of the Certification Board or Officers when called upon to do so. Each Committee shall keep minutes of all formal committee meetings.

**Resources:**

Supported administratively by staff of the Certification Division as appropriate. Additional expertise or resources may be procured for the committee, in an ex officio capacity, at the request of the committee Chair. At times, the Committee will utilize specific vendors to assist with the carrying out of the Committee's charges.

*Adopted & approved by the Board of the CFMA Certification Division June 16, 2021*