

CFMA Certification Division 2024-25 - EXAMINATION DEVELOPMENT COMMITTEE CHARTER

Purpose:

To support the mission of CCIFP Certification to be the essential financial management certification for the construction industry through the development and maintenance of an examination that is valid and reliable in accordance with third party accreditation standards and testing industry best practices.

Operations:

The schedule of calls will be determined by the Committee Chair and Vice Chair. The Committee Chair is responsible to ensure that minutes documenting the discussions, decisions made, and actions taken during the meeting are produced. These minutes should be distributed to the CFMA Staff Member appointed by the President & CEO of Certification for recordkeeping after they are approved by the committee. 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 Examination Development Committee are:

- None

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:

- Developing examination content
- Validating and setting the passing score for the proposed examination form
- Overseeing the job analysis review, exam review, item-writing, and exam compilation processes
- Creating Task Forces to accomplish item writing, item review, scheme review, job task analysis and other activities as needed to support a valid and reliable examination.

Committee Population and Terms:

The Committee is populated by not less than five (5) and not more than eleven (11) qualified members, inclusive of the Chair and Vice-Chair positions. The Chair of each committee shall be appointed by the Chairman of the Certification Board and 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. Membership on the Committee is open by Committee invitation to any CFMA member who is a 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.

All committee members are required to submit the “Confidentiality, Nondisclosure, and Non-Compete Agreement” as a condition of service. 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

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 Certification Officers or Executive Committee.

Reporting:

The Committee Chair reports to the Officers of the Certification Board. As provided in the Certification Division Charter and CFMA Bylaws, each Committee provide a written report to Board upon demand.

Resources:

The work of the Committee is 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 may need to utilize specific vendors to assist with the carrying out of the Committee’s charges.

Adopted & approved by the Board of the CFMA Certification Division March 14, 2024