



## **CERTIFICATION COMMISSION CHARTER**

Updated 10/8/24

### **AUTHORITY**

The Certification Commission is a standing committee of the Inform USA Board established under Article 6, Section 7 of the Inform USA bylaws.

### **PURPOSE**

The Certification Commission promotes professionalism and implementation of the Standards in information and referral through an internationally recognized credentialing program.

### **MEMBERSHIP**

The Certification Commission has autonomy from the Inform USA Board in terms of policy decisions and the administration of the Certification program, in accordance with credentialing industry best practices. The annual budget is set by the Inform USA Board that appoints the Chair and maintains ultimate authority over the program. The Certification Commission shall consist of at least seven members, including a Chairperson and Vice-Chairperson, who shall be chosen to represent the diversity of the I&R sector. The Inform USA President shall appoint the Chair to the Inform USA board if the Commission Chair is not already a member.

Participation in the Certification Commission is voluntary. All Certification Commission members must sign a Conflict of Interest/Confidentiality Agreement. Members will be selected when vacancies occur through an open application process promoted within the Inform USA membership.

- Certification Commission Members:
  - Shall be Inform USA Members, who are current certification holders.
  - Shall be chosen from Inform USA members at large, and approved by the Commission.

Updated 10/8/24

- Shall not sit for a certification examination for a period of four years following the end of their term.
  - Remain eligible to apply for and obtain micro-certification(s).
  - Must attend at least 75% of scheduled meetings, or meaningfully engage between meetings by providing significant responsive input.
- Duties of the Certification Commission Chairperson:
    - Develop a yearly work plan with the staff liaison that aligns with the budget, capacity and organizational priorities.
    - Lead meeting discussion, ensuring conversations are within scope of the agenda.
    - Report progress to the Board.
    - Facilitates work between committees as needed.
  - Duties of Certification Commission Vice-Chairperson:
    - Is responsible for fulfilling the duties of the Chairperson if they are unavailable, and transitioning to the Chairperson when the position becomes vacant.
    - A vice-chairperson shall be appointed by the Inform USA Board President for a two-year term with the intention of transitioning to the Chairperson when the position becomes vacant.

## **OPERATIONS**

1. The Commission shall meet on a monthly basis. Other meetings may occur as needed.
2. A majority of Commission members, not including staff, will constitute a quorum. Commission approvals will require a vote of a majority of the Commission members present at a meeting in which a quorum is present.
3. The Commission will report its activities to the Board on a regular basis and keep running minutes of meetings.
4. A staff liaison shall be appointed by the Inform USA Executive Director.
5. The Commission will review this charter annually and recommend any proposed changes to the Executive Committee of the Inform USA Board for review and approval.

## **RESPONSIBILITIES/OBJECTIVES**

1. The Certification Commission is responsible for the maintenance, growth, and policies of the Certification program.
2. Each year, a Work Plan is established that guides the Commission's work. Ad Hoc groups are convened when necessary to make progress.
3. Ensure the certification process is valid, equitable, and in accordance with credentialing industry standards.
4. Conduct regular reviews of and updates to exams to ensure they remain relevant and aligned with industry advancements.
5. Engage with stakeholders, including certified professionals, employers, and industry experts, to gather feedback and improve the certification program.
6. Ensure the certification process adheres to ethical standards and compliance requirements, addressing any issues of misconduct or fraud.
7. Encourage and support research initiatives that contribute to the evolution and improvement of the certification program.