



### **Position Description – Board of Examiners**

The responsibility of the Board of Examiners is to collectively provide expertise for the consistent development of the UPPCC examinations and provide expertise in the evaluation of and decisions on matters relating to certification, recertification and revocation.

#### **Responsibilities include, but are not limited to:**

- Participating in UPPCC item writing
- Contributing knowledge and expertise to certification activities
- Developing and approving examination content
- Developing all examination forms for the certification programs
- Reviewing exam candidate comments and statistical flags on specific examination items
- Making pass/fail certification decisions on expert recommendation
- Quality assurance of UPPCC examinations (content up-to-date, content is broadly representative of the industry, content is referenced, etc.)
- Evaluating and make decisions on marginal applications for certification and recertification
- Reviewing appeals for eligibility and certification
- Supporting and assisting staff with all Job Analysis development efforts
- Acting as a liaison between the certification staff and the organization and/or industry segment which the member represents
- Acting in the best interest of the certification programs
- Disclosing any actual or potential conflicts of interest to the UPPCC Governing Board Chair for resolution
- Acting as a spokes person for the certification programs in the marketplace and/or at industry events where potential certificants are present
- Recommending governance and programmatic changes/enhancements, when needed, for consideration by the UPPCC Governing Board
- Becoming familiar with authoritative literature for the certification programs. Recommending to the UPPCC Governing Board additions and/or deletions to the authoritative literature as appropriate and as needed.
- Contributing to developing the Annual Certification Report for review by the members of the UPPCC Governing Board.

#### **BOE members MUST be:**

- At minimum UPPCC certified as a CPPB to serve on the CPPB BOE Team and at minimum certified as a CPPO to serve on the CPPO BOE Team.
- Currently employed within the public sector in a procurement capacity
- Knowledgeable of public sector procurement practice
- Qualified to represent the membership of the organization to which he/she represents
- Committed to the success of the certification programs
- Available to attend and actively participate at all meetings
- Able to devote time and effort to BOE responsibilities
- One who will diligently carry out the responsibilities of the BOE, as outlined above

#### **BOE members MUST NOT be:**

- A member of the UPPCC Governing Board
- An instructor of any procurement-related educational courses or CPPO and/or CPPB preparatory courses. This includes instructing/teaching at the higher education level as well as instructing/teaching as an individual, for a corporation, association and/or professional society.
- An individual that has been convicted of or found guilty of an ethical violation