



### **Position Description – Governing Board Members**

The responsibility of the Governing Board is to establish policy and procedures and provide overall governance of the CPPO and CPPB certification programs.

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

- Developing the Strategic Plan for the UPPCC
- Establishing and monitoring eligibility and certification criteria and standards
- Establishing certification/examination fees
- Overseeing the UPPCC budget and determining necessary actions to resolve issues
- Acting in the best interest of the certification programs
- Determining appropriate certification staffing
- Assuming fiduciary and legal responsibilities for the certification programs
- Recommending marketing and promotional efforts for the certification programs
- Disclosing and resolving any actual or potential conflicts of interest or potential conflicts of interest to the UPPCC Governing Board Chair for resolution
- Developing and/or approving strategic initiatives to fulfill the strategic plan and further refine and bring innovation to the certification programs
- Supporting and assisting staff with all Job Analysis development efforts
- Acting as a spokesperson for the certification programs in the marketplace at industry events where potential certificants are present
- Disseminating non-confidential information and activities of the UPPCC Governing Board to the organization and/or the industry segment to which the member was appointed or represents
- Become familiar with authoritative literature for the certification programs. Approve or deny recommendations for additions and/or deletions to the authoritative literature as put forth by the BOE

#### **UPPCC Governing Board members MUST be:**

- UPPCC certified as a CPPO if serving in a voting a voting capacity
- Respected and recognized in the field
- Qualified to represent and speak for the organization and/or industry sector which he/she represents
- Committed to and knowledgeable about the certification programs
- Available to attend and actively participate in all Governing Board meetings
- Able to devote time and effort to their Governing Board responsibilities
- One who will diligently carry out the responsibilities of a Governing Board member, as outlined above

#### **UPPCC Governing Board members MUST NOT be:**

- A member of the UPPCC Board of Examiners (BOE)
- An instructor of CPPO and/or CPPB preparatory courses
- An individual that has been convicted of or found guilty of an ethical violation