



CERTIFICATION COMMITTEE CHARTER

Approved 4/11/2024

This Certification Committee Charter supersedes all previous charters.

COMMITTEE VISION

The main objective for the CERTIFICATION COMMITTEE is to:

The Certification Committee shall provide certifications and knowledge assessments to members and non-members in accordance with the IACP mission.

COMMITTEE TYPE AND PURPOSE

The CERTIFICATION COMMITTEE shall be a Standing Committee whose purpose and performance shall conform to the International Association of Canine Professionals Committee Standards Policy.

Committee tasks include, but are not limited to:

- Propose policies to the Board of Directors
- Work with the administrative team to create procedures for accreditation
- Create and review certification exams and rubrics
- Create and review knowledge assessments and rubrics
- Update the Board on industry standards and industry safeguarding

Annually, and as needed, the board of directors will assign specific deliverables to the Committee.

COMMITTEE STRUCTURE AND OPERATING REQUIREMENTS

The International Association of Canine Professionals CERTIFICATION COMMITTEE shall conform to the International Association of Canine Professionals Articles of Incorporation, Bylaws, Mission Statement, Code of Conduct and the International Association of Canine Professionals Committee Standards Policy.

All Committees and Committee members and workgroups serve at the pleasure of the board.



The Committee will have a Director of Oversight assigned from the President. The role of the oversight director per IACP articles of incorporation is to be the liaison between the committee and the IACP Board of Directors.

The Committee will have a Committee Chair appointed by the members of the Committee and Director of Oversight with the approval of the Board of Directors.

The committee will not consist of not less than three (3) but no more than eight (8) professional members. The Oversight Director will make the 9th member of the Committee. The President serves as an Ex-Officio member of all committees and may attend any Committee meeting.

The Committee Chair must be a Professional Member.

REPORTS

In accordance with the By-Laws, monthly committee reports will be produced and submitted to the IACP Director of Oversight on or before the first Thursday of each month. Meeting minutes will serve as these reports.

As a Standing Committee, over the life cycle of its existence, it shall be subject to quarterly operational reviews and performance audits by an authorized representative of the Board of Directors. The Director Oversight will submit the reports to the Board of Directors.

Quarterly report due dates:

1. March 31
2. June 30
3. September 31
4. December 31

The Director of Oversight shall provide a Committee annual report to the Board of Directors 30 days prior to the IACP Annual General Meeting (AGM).

SECRETARY

A Committee report (meeting minutes) will be submitted to the Board of Directors for every month a meeting is held.

Committee meetings may be recorded using the IACP official meeting recording hosting service for the purpose of the Committee Secretary's notes. It shall not be shared with anyone outside of the Secretary, or alternate. All recorded notes may NOT be substituted as a secretary, or used as a guide for minutes. After minutes are prepared, the Secretary will permanently delete the meeting recordings.



The Committee Secretary is fully responsible for including all email motions and voting results as well as any Workgroup reports in the submission of monthly meeting minutes.

The Secretary shall submit approved Committee Meeting Minutes to the Committee Director of Oversight and upload the secretary signed, approved minutes to the committee drive. The Director of Oversight will also maintain copies of the approved minutes.

QUORUM

A quorum for voting will be determined by the majority of the Committee's existing members. Email voting may occur in accordance with IACP's Email Voting Policy and Roberts Rules. The Director of Oversight is a voting member of the committee, and their vote may be used to break a tie.

COMMUNICATION

The Committee Chair will be assigned an IACP Committee email address. The Chair must commit to check the email account regularly, with a preference for daily alerts. The IACP expects timely (2 business days) responses to all Committee emails. All official correspondence from the Committee Chair, or Committee should be sent from this email address.

Communication from this committee may be in person, by telephone by other electronic means.

The IACP requires Committee's use of IACP approved electronic shared drive and platforms for the internal, committee sharing of materials.

MEETINGS

The Committee shall meet a minimum of eight (8) times per year with a preference for 10 meetings for a year. If the Committee is working on projects, the committee may meet more than 10 times a year as decided on by the members of the committee.

Committee members must attend at least 80% of the meetings. If 80% attendance is not maintained, then the Committee shall vote to permit or refuse continuance of membership on the Committee.

FINANCIAL REQUESTS



The Committee shall, with the Director of Oversight, develop and present an annual budget request to the Treasurer within the first 30 business days of the first committee meeting. An annual budget for following years will be presented to the Treasurer prior to October first (1) of each calendar year.

All Committee expenses shall be approved in the Committee's Board approved annual budget. No personal expenses will be reimbursed without prior written approval from the Treasurer.

COMMITTEE RESTRICTIONS AND LIMITATIONS

Information known to the committee members will not be released to any member nor to the public, unless directed by the Committee Chair or Director of Oversight. Release of information will be done at the pleasure of the Board of Directors and only through official communication and distribution channels.

Committee members may not discuss related information with anyone outside their committee. Any questions or concerns regarding confidentiality shall be directed to the Committee Chair, Director of Oversight, or the President.

Should the scope of the mission change, the committee may submit to the Director of Oversight a revision request. The Director of Oversight will present the revision request with the Board of Directors for approval.

COMMITTEE WORKGROUPS

Under the direction of the Director of Oversight, and with the approval of the Board of Directors, the Committee may assign non committee, IACP members to work on a project scope which will outline specific, timed tasks and member participation.

These "as needed" workgroup members are not formal members of the Committee. Workgroup members will not participate in committee meetings, unless presenting to the committee, and will not have a vote on Committee decisions.

The Director of Oversight and/or Committee Chair may, at their discretion, attend the Workgroup meeting. The Committee will select a Committee Member to be the project lead for the Workgroup. The Workgroup shall report to their assigned Committee Member. The Committee Member will present a workgroup report at each Committee meeting, or as defined in the Workgroup scope outline.

Workgroup members will be removed as tasks are completed or goals are met or need is determined to be obsolete.



ACCOUNTABILITY OF COMMITTEE AND WORKGROUP MEMBERS:

1. Complete and sign the IACP Confidentiality agreement.
2. Represent the IACP in accordance with the IACP Code of Conduct.
3. Avoid conflict of interests.
If a conflict presents itself, the Director of Oversight is to be notified.
4. Conduct business in an ethical, professional manner.

BOARD APPROVED

IACP Secretary Signed:

Date Board Approved: 4/11/24

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