

PCC Eligibility Committee Member Position Description

Updated on 05 Jan 2012

Professional Certification Commission Eligibility Committee (PCC-EC):

The Eligibility Committee (**EC**) is charged with assisting the Professional Certification Commission (**PCC**) by developing, implementing and monitoring fair and defensible eligibility requirements for the CPIP™ credential and recommending these requirements to the PCC.

Responsibilities of this Position:

- The EC advises the PCC about any revisions to be made to the CPIP eligibility requirements and the process to determine eligibility.
- Recommend a process for reviewing/approving/denying candidate eligibility applications.
- Provide input to the **Program Administrator** in the development of procedures for the processing of eligibility applications.
- Provide guidance, when requested, to the Administrator and the PCC in determining eligibility in atypical cases.

Skills/Experience Requirements for this Position:

Committee Members must have a basic understanding of the CPIP™ Credential (visit: www.ispe-pcc.org), and be seasoned Industry professionals (> 8 years industry experience). CPIP certified individuals are particularly encouraged to apply.

To Join: Submit a current CV (WORD document) to Michael Phelan, Director Professional Certification mphelan@ispe.org. Request to serve will be submitted to Committee Chair for Review and approval.

Length of Service: May serve 2 TERMS OF 2 YEARS each.

Resource Requirements

Provided by ISPE staff or volunteers: Staff project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings; time to participate in conference calls and Committee projects during regular business hours.

Meeting Schedule:

Meets in person two times per year in the U.S.A. during a June ISPE meeting and at the ISPE Annual Meeting. **Quarterly conference** calls are held throughout the year, with occasional additional conference calls or project assignments.

Attendance Requirement:

Must attend a minimum of 75% of the meetings and conference calls throughout the year.

Volunteer Expectations

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| <ul style="list-style-type: none"> ✓ <i>Actively participate in meetings</i> ✓ <i>Read materials and come prepared to each meeting</i> ✓ <i>Listen to people and ideas</i> ✓ <i>Become knowledgeable of the Society's policies and procedures</i> ✓ <i>Complete assignments on time</i> | <ul style="list-style-type: none"> ✓ <i>Respond to communications in a timely manner</i> ✓ <i>Develop a good relationship with Staff</i> ✓ <i>Respect confidentiality</i> ✓ <i>Fully support all decisions of the Board and Committee</i> ✓ <i>Always act in the best interests of ISPE</i> |
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If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>