



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
- 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