



Position Description Certification Committee Member

Certified members join a select group of professionals who are recognized for their experience, commitment to ongoing development and who continue to demonstrate a breadth of knowledge and proficiency required to be successful as Volunteer Engagement professionals. Employers are increasingly recognizing the importance of certification as a means of hiring the talent they are looking for.

Purpose

The role of the Certification Committee member is to facilitate/oversee the Certification/Recertification process.

Responsibilities: The committee will work collectively to:

- Review and approve the Terms of Reference and the committee position description annually
- Prepare effective marketing and communications to promote the Certification process to PAVRO membership
- Provide support and feedback to PAVRO members interested in working through the Certification process
- Respond to any requests/concerns the candidates may have in a timely manner and consult with the Certification Committee Chair as required.
- Receive written papers submitted by registered candidates, received from PAVRO Administration
- Provide updated information for the Certification/Recertification tracking sheet to PAVRO Administration after each certification cycle
- Provide feedback to certification candidates at the end of the marking cycle as required.
- Evaluate program and prepare an annual report to submit to the Director of Member Services, PAVRO Board
- Maintain and compile all certification committee documentation and processes in an electronic format to be held and managed by the Chair
- Prepare and send e-letter of achieved designation CVRM or rewrite is required

Outcomes: Facilitate/oversee the certification/recertification process for the PAVRO membership.

Qualifications:

- Achieved CVRM designation with PAVRO
- Knowledge about PAVRO and the volunteer management profession and experience or strong interest in certification
- Ability to work independently and as part of a province-wide team
- Excellent written and communication skills
- Serve for a two-year term giving approximately 2-6 hours per month between October and July
- Periodically participate in committee meetings as required

Code of Conduct

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Certification Committee. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about PAVRO business.

Benefits:

- If travel is required and pre-approved by the Director of Membership, standard PAVRO mileage will be paid and long distance phone charges covered by PAVRO (with a log and/or receipt)
- Opportunity to increase networks and build partnerships
- Opportunity to work with other committed individuals to help grow the profession
- Professional development, gaining experience with a provincial committee

Approved: May 5, 2017