

## **Certification Committee Terms of Reference**

### **PURPOSE**

The Certification Committee supports PAVRO's objectives to promote standards of excellence in volunteer management by supporting professional development, learning and growth opportunities for Volunteer Engagement Professionals through the CVRM designation.

The committee is responsible for the ongoing management and operations of a Certification Process for the PAVRO membership.

### **OBJECTIVES**

The Certification Committee objective is to support the PAVRO Certification / Re-Certification Process as per operational timelines.

- Market Certification Process to PAVRO membership
- Answer member & non-member questions related to the process
- Provide support to members that are looking to achieve their CVRM Designation
- Monitor Certification/Recertification process
- Evaluate program through a continuous improvement lenses
- Ensure sustainability of program

### **METHODS OF OPERATING**

- Duration of Process (9 month cycle) – October thru June
- Marketing and Opening – **October 1**
- Monitoring of Process & Adjudication – October thru June
- Deadline for Submissions/Closing – **March 31**
- Adjudication/Marking - October thru April
- Notify unsuccessful candidates by June
- Evaluation and Reporting to Board – June/July
- Process Review & Planning for Next Session - July thru September

### **DELIVERABLES**

The designation offered through the PAVRO Certification Process is **Certified Volunteer Resource Manager (CVRM)**

A presentation of all newly certified members and recertified members will take place at the Annual PAVRO Conference or other appropriate events.

Following the Annual Conference the names of successful candidates will be highlighted

on the PAVRO website.

## **MEMBERSHIP OF COMMITTEE**

The Certification Committee will be comprised of the following;

- 1 Committee Chair
- 1 Certification Coordinator
- 1 Recertification Coordinator
- 3 Adjudicators

The committee members should include representation from the PAVRO membership throughout Ontario. Representatives from varied geographic areas and diverse NFP sectors is recommended.

Community members may be appointed based on the skills and experience they may bring to the work of the committee and upon approval from the Committee Chair.

Committee members will be required to fulfill a two year term.

It is recommended that the committee members overlap from year to year to ensure knowledge transfer, consistency and stability.

The Committee Chairperson(s) shall be appointed by the PAVRO Director of Professional Development in consultation with the Board.

All committee members **must** be PAVRO members in good standing.

All committee members **must** have CVRM designation with PAVRO.

The Certification Committee is responsible for recruitment and selection of committee members unless others requested from the PAVRO Board of Directors.

## **ACCOUNTABILITY OF COMMITTEE**

The committee reports to the Director of Professional Development for the PAVRO Board.

## **MEETING FREQUENCY**

Meetings will take place in person or by teleconference on an as needed basis. On average the Committee may have 2-3 meetings per calendar year. The Committee Chair would organize further meetings if deemed necessary. Committee members will communicate by e-mail and phone between committee meetings, and will be responsible for providing progress reports to the Chair. The bulk of committee work will take place from October 1 through to the end of Conference. Annual wrap up, review and planning will take place from June through to September.

**REPORTING MECHANISM**

The Certification Committee will provide information to the PAVRO membership via the Website, E-bulletins, Special Notices, Email and other social media outlets as required or available.

The Committee chair(s) will provide quarterly updates to the PAVRO Director of Professional Development on the Certification/Recertification Process.

**BUDGET**

The Certification Committee has an annual budget to cover costs of Paper Certificates and “CVRM” Designation Pins that are given to all successful candidates.

**TERMS OF REFERENCE TO BE REVIEWED**

The Terms of Reference will be reviewed by the committee on an annual basis during the review and planning period between the months of July and September.

Approved: May 5, 2017