



CHCP Commission Job Description

Alliance Vision	To advance continuing education in the health professions.
Alliance Mission	To promote best practices in continuing professional development by empowering the community of health education professionals.
Committee Purpose	The purpose of the CHCP Commission is to support the mission, vision, purpose, and strategic plan of the Alliance for Continuing Education in the Health Professions (Alliance).
Committee Role	To advise the Board of Directors regarding all aspects of the Certified Healthcare CPD Professional (CHCP) Credential.
Committee Responsibilities	<ul style="list-style-type: none"> • The development and oversight of the Certified Healthcare CPD Professional (CHCP) Credential. • Annually review eligibility requirements for the exam and recertification. • Review scope, format, and content of examinations and process for examination development • Monitors the CHCP directory to ensure compliance with the use of the CHCP credential.
Scope of Authority and Lines of Accountability/ Decision Tree	<ul style="list-style-type: none"> • The Committee will seek to make decisions through consensus. • The Chair will make a diligent effort to engage all members in decisions. • Decisions/recommendations of the group will be approved by the Board of Directors.
Committee Leadership	<ul style="list-style-type: none"> • Committee shall have the officer positions of Vice Chair, Chair, and Past Chair. • Officers shall serve a 1-year term in each position, progressing from Vice Chair to Chair to Past Chair, for a total leadership commitment of 3 years on the committee. • The Vice Chair shall shadow the current Chair to learn the role and responsibilities. After serving 1 year, the Vice Chair shall then ascend to the position of Chair. • The Chair shall lead the committee, facilitate meetings, guide the committee's priorities and initiatives, and serve as the main point of contact. After serving 1 year, the Chair shall then transition to the role of Past Chair. • The Past Chair shall assist the new Chair to ensure continuity of leadership and provide guidance and mentorship during the transition.
Committee Composition	<ul style="list-style-type: none"> • The committee is comprised of one committee chair, one vice chair, one past chair and up to seven committee members. • Each Committee member shall serve two-year terms, with a limit of two consecutive full terms. • The terms will be staggered. • Terms commence immediately following the Annual Conference. • The committee chair appoints committee members through the Call for Volunteers process.

Desired Qualifications of Committee Members	<ul style="list-style-type: none"> • Must be a member in good standing • The majority of members must have achieved the CHCP credential • Demonstrated a strong record of working collaboratively as part of a team. • Demonstrated ability to prioritize workload, meet deadlines, and complete assignments.
Time Commitment and Expectations	<ul style="list-style-type: none"> • Approximately 2-3 hours per month. • Expected to attend and contribute to CHCP Commission meetings, review all meeting materials in advance, and comply with timelines and deadlines. • Represent CHCP in exhibit hall during the Annual Conference to engage participants and answer questions. • All committee members are expected to sign a non-disclosure agreement. This agreement details the guidelines for data collection, confidentiality, and intellectual property ownership.