



# Disaster Recovery Institute Canada

Canada is resilient nation enabled by recognized certified professionals to support organizational and societal resilience.

Issue Date: <b>April 2024</b>	Replaces: <b>February 2020</b>
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**Terms of Reference: Certification Commission**

Reviewed:

Reference documents: IAOA, Certification Commission Guiding Documents

## Terms of Reference


1.0 **Commission Name:** The commission will be known as the Certification Commission.

2.0 **Purpose of Committee:** The purpose of the Certification Commission is to:

- Establish and maintain a uniform standard for granting professional certification and renewal.
- Ensure the fair and equitable evaluation of certification applications on behalf of DRIC.
- Evaluate certification applications and recommend appropriate approval or denial to the member.
- Review and monitor the certification processes.
- Develop, recommend, and implement improvements to the certification processes

3.0 **Functions of the Committee:** Each committee member, and the Chair of the Certification Commission, will have functions and duties, individually or jointly, as they participate on the committee. These will be:

- Review, recommend, and implement changes to certification process, procedures, and documentation.
- Review, approve or deny applications from CFCP, CBCP, CBCA, CBCLA, and CPSCP candidates. MBCP applications are reviewed, approved or denied by DRI International and communicated to DRI CANADA.
- Participate in yearly, random review of CEAP submissions to ensure that the 80 CEAP minimum requirements are met every 2 years.
- Participate in Certification Commission mentoring process.
- Strive for consistency in how applications are reviewed through on-going participation in the Certification Commission Calibration Process.
- Assist with succession planning activities.
- Advocate the benefits of Certification process to the DRIC membership.

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4.0 **Composition of the Committee:** The committee will consist of a maximum of eight (8) certified professionals.

Commission members will be DRI Canada certified professionals and must hold a CFPC, CBCP or MBCP certification designation. Commission members cannot be DRI Canada instructors.

Staff support: Renzo Pella

5.0 **Terms:** All members shall serve a three year term on the committee; with a third of terms ending each year. Committee members shall serve for three years, to a maximum of two (2) three-year terms within any seven-year period. If the minimum number of Commission members is not met, current members may extend their role with the Commission for an additional year.

A call for volunteers to join the Commission shall take place each June seeking new members. Commission members who have completed a two year term may volunteer to continue on with the committee for one additional term.

New members will be selected by the Certification Chair and the President, in consultation with the Board of Directors.

The members of the Commission will elect a Chair who will be responsible for reporting the progress and accomplishments of the Certification Commission to the Board of Directors.

Commission Chair or specially appointed member will act as liaison of the Certification Commission of DRI International.

6.0 **Vacancies:** Fill an interim vacancy in any Certification Commission position by appointing a replacement and recommending the replacement for approval by the Board of Directors.

If a Certification Commission position is vacated or empty prior to the end of a term, a qualified DRIC member may be appointed to serve for the remainder of the term. Partial



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terms resulting from appointments to fill vacancies, will not be counted toward the two (2) term limit.

7.0 **Meetings:** Certification Commission will meet by videoconference once a month. Notes of the meeting will be generated by a notetaking app and saved in the committee project area on the website. All significant decisions made by the committee meetings will be recorded and retained.

The simple majority of the members of the committee will constitute a quorum.

Additional meetings will be scheduled as needed.

Any commission member who misses three consecutive meetings without written notice shall no longer be part of the committee.

8.0 **Documentation:** A central repository has been created on the DRIC website for all documentation. All members of the Certification Commission will have access to this projects/committees area, and are expected to upload and maintain documentation they are responsible for.

9.0 **Time commitment:** 2-6 hours per month, 1 committee meetings per Month.

10.0 **Review:** The Terms of Reference will be reviewed annually and updated as required.