



## **QEP GOVERNANCE COMMITTEE CHARTER**

### **Committee Purpose**

The QEP Governance Committee has been established by the Association of Change Management Professional's (ACMP) and Board of Directors (BOD) to validate compliance with policies related to the QEP program and review and oversee action on any complaints or appeals.

### **Committee Description**

It is the duty of the QEP Governance Committee to carry out the purposes and objectives in accordance with the QEP Governance Committee Charter. Collective responsibilities of the members of this committee are to review policies and procedures related to the QEP program, review issues related to complaints or appeals and provide feedback, as needed, on the design and direction of the program.

### **Committee Deliverables**

- Review the QEP Handbook at least every year, identify areas for improvement and recommend revisions.
- Review instances raised by the Staff Liaison or others where there have been non-compliances with QEP principles and processes. Work with the Staff Liaison to ensure resolution and escalate to the Professional Standard & Credentials Committee or BOD where necessary.
- Review any feedback related to the QEP program or appeals related to QEP applications brought to the QEP Governance Committee, in accordance with ACMP policies and procedures, and provide the Staff Liaison with the recommend actions.
- Review complaints about QEPs sent to the Ethics Review Committee that do not qualify for investigation through the ERC.
- Report submitted quarterly to the Staff Liaison and then to the Profession Committee on decisions made in relation to appeals brought to the committee and on the overall activities of the Committee.
- In conjunction with the Staff Liaison and if required, identify work required beyond the remit of the QEP Governance Committee that is necessary to the operation of the QEP Program.
- Additional work, as necessary, to fulfill the committee's purpose.

*This committee will intentionally apply ACMP's DEIB Statement in the execution of all committee objectives and activities.*



### Committee Member Time Commitment

- Two-year term and may be renewed if individuals are still interested in serving and meeting the conditions on the committee composition section.
- Monthly committee meetings (1-1.5 hours) via voice or on-line meeting. However the committee can meet every 2-3 months if there are no open governance needs.
- Expectation of a minimum of three hours per month in addition to meetings.
- Additional conference calls, as needed.

### Committee Composition

- 6-8 individuals who are CCMPs or MCMPs, preferably a combination of CCMPs and MCMPs
- QEP members cannot be a Qualified Education Provider (QEP) or employed by them to avoid a conflict of interest.
- Staff Liaison to lead the committee in achieving the charter deliverables.
- Committee members must be a member of the Association throughout their committee membership.
- Membership of the committee shall reflect the diversity of the association in terms of professional discipline, global representation, and other characteristics. In addition, ACMP certified members will receive preference in selection for committee participation, but selection will not exclude members who are not certified by ACMP.

### Strategic Alignment

**SO2 – Advance the Profession:** ACMP leads the way change works through technical expertise and innovation around the discipline of change management.

Revision History				
Category, Tier, Version #	Revision Date	Description of Changes	Approved By	Approval Date
CTE, 2, 1.0	3/1/2022	Created		4/7/22
CTE, 2, 1.1	2/3/2023	Updated for 2023-24 volunteer year	Profession Committee	2/23/2023
CTE, 2, 1.2	1/10/2024	Edited for the 2024-25 year	Governance Committee Profession Committee	12 March 2024 14 March 2024
CTE, 2, 1.3	11/2/2025	Edited for the 2025-26 year <ul style="list-style-type: none"> <li>• Added MCMP to the acceptable qualifications</li> </ul>	Governance Committee Profession Committee	14 April 2025 7 April 2025



		<ul style="list-style-type: none"> <li>• Limit the scope of ethics-related complaints to those that do not qualify for investigation through the ERC</li> <li>• Lower meeting frequency</li> </ul>		
CTE, 2, 1.4	2/23/2026	Preference is given to a combination of CCMPs and MCMPs (not only CCMPs) to ensure comprehensive insight.	Professional Standards & Credentials Committee	4 March 2026