



## **QEP GOVERNANCE 2019 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 JOB DESCRIPTION:**

It is the duty of the QEP Governance committee to carry out the purposes and objectives in accordance with the QEP Charter. Collective responsibilities of the members of the QEP Governance Committee are to:

- Review the QEP policies on an annual basis, identify areas for improvement and make proposals on changes to the BOD through the BOD Liaison. Review amended policies and recommend BOD approval. In order to do this, set the approach and criteria for the QEP policy review process.
- Review instances raised by staff or others where there have been non-compliances with QEP principles and processes. Work with the QEP Certification Manager to ensure resolution and escalate to the BOD where necessary, through the BOD Liaison.
- Review and act on any complaints or appeals related to QEP brought to the QEP governance committee in accordance with ACMP policies and procedures.
- Review overall program and current requirements for QEP courses.

### **COMMITTEE OPERATIONAL DELIVERABLES for 2019:**

- Workplan for the coming year.  
Reviewed policies and procedures related to QEP program with BOD approval secured. Create the approach and criteria for the QEP policy review process.
  - Conduct an audit for compliance with QEP principles and processes, as outlined in the QEP Governance document and QEP Handbook. In addition, use the audit as an opportunity to test the audit process and make recommendations for improving the process. Committee members to conduct audit.
- Report submitted quarterly to the BOD on any decisions made in relation to complaints and appeals cases brought to the QEP governance committee.
- Report submitted quarterly to the BOD on the activities of the Committee including RAID log with onereport being the annual report containing information pertinent to the Annual Member meeting.
- Review overall program and current requirements for QEP courses. Report any recommendations/suggested changes.

## **COMMITTEE MEMBER TIME COMMITMENT:**

- Two-year term with the possibility of one renewal.
- Two meetings in the first month, one for familiarization with Committee purpose and deliverables, second to develop workplan for the year.
- Expectation of a minimum of 3 hours per month in addition to meetings

## **COMMITTEE COMPOSITION:**

- The QEP Governance Committee is composed of four (4) members plus a Chair who is appointed by the BOD.
- Members are appointed for a two-year term with a possibility of one renewal.
- Members must be an ACMP member and remain so for the duration of his/her term or service.
- Has previous experience of neutral evaluation of submissions, preferably involving an appeals process
- Applicant can be available within a week of notice to support appeals and/or complaints.
- Has familiarity with ACMP's Standard, the application of change management and the principles of adult learning that apply to QEP.
- It is preferred that committee members have their CCMP credential or actively working toward achieving their credential during their term.
- Cannot be a QEP to avoid a conflict of interest.

## **COMMITTEE ANNUAL PLANNING AND BUDGETING:**

- The 2018/19 budget for QEP related activities has been approved. The QEP governance committee will be supported by the Certification Manager in verifying what is covered in this budget.
- Should budget be required for activities in 2018/2019 other than normal operating costs, a Business Case should be developed and submitted to the BOD for consideration.

**APPROVAL DATE: September 28, 2018**