

CERTIFICATION PROGRAM CHARTER DOCUMENT

This charter document outlines the roles and responsibilities associated with the administration of the SER Certification Program. This charter document may be updated and/or amended if approved by at least 2/3 of the SER certification Executive Committee (see below).

Certification Program Coordinator

- 1) The Certification Program Coordinator will be responsible for oversight of the certification program's operations.
- 2) The Society for Ecological Restoration's (SER) Executive Director has sole discretion to hire/appoint and terminate/remove the Certification Program Coordinator to administer the certification program.
- 3) The Certification Program Coordinator shall present regular reports to the SER Executive Director.
- 4) The Certification Program Coordinator may negotiate or engage with contractors on behalf of the program but payments must be approved by the SER Executive Director.
- 5) The Certification Program Coordinator may establish additional standing or ad hoc committees to perform such duties as it deems appropriate. The Certification Program Coordinator must specify the members and purpose of the committee.

Committee Selection and Terms

1) Committee Selection

- a) **Initial Selection.** The initial committee members will be filled by the Certification Program Coordinator in consultation with the SER Executive Director and as approved by the SER Board of Directors.
- b) **Nominations and Elections.** Committee members will be nominated and elected by the certified practitioners.
 - i) Committee nominations will be overseen by the SER Excom in consultation with the Certification Program Coordinator.
 - ii) The Excom will solicit names of potential committee members from the certified practitioners.
 - iii) A slate of candidates will be issued one month before elections will take place.
 - iv) Elections will be held in October or November of every year, beginning in 2018.
 - v) Committee members are elected according to a staggered schedule:
 - (1) Group 1 in first year (e.g., 2018, 2021, etc.)
 - (2) Group 2 in second year (e.g., 2019, 2022, etc.)
 - (3) Group 3 in third year (e.g., 2020, 2023, etc.)

2) **Committee Requirements**

- a) All committee members must have been an SER member in good standing for at least one year.
- b) Chairpersons of each committee must have been an SER member in good standing for at least two years.

3) **Terms**

- a) Committee members will serve for a period of three (3) years.
- b) Terms of office begin on January 1 and end on December 31 three years later.
- c) A committee member may serve up to two (2) consecutive terms.
- d) The transition period between program launch (2017) and the first elections for the committee seats that will not have full terms (2018-2020) will not count toward the term limits.

- 4) **Committee Chairpersons.** The Certification Program Coordinator will appoint the initial committee chairpersons. In all future years, the committee members will select committee chairpersons each year following the committee elections.

5) **Committee Vacancies and Removals**

- a) **Vacancies.** Any committee vacancies will be filled by the Certification Program Coordinator. The appointed committee member will serve the remainder of the unexpired term of his/her predecessor in office. If that time period is less than two years, the term will not count against the term limits set forth above.
- b) **Voluntary Resignation.** A committee member may voluntarily resign by giving written notice to the Certification Program Coordinator.
- c) **Removal.** A committee member may be removed with cause. Removal of a committee member elected by the membership requires: (i) a two-thirds majority affirmative vote of the other members of that committee, (ii) approval of the Certification Program Coordinator, and (iii) approval of the SER Executive Director.

6) **Fiduciary Duty**

- a) Committee members shall receive no payment of honoraria for their service.
- b) SER shall not make a loan to a committee member.
- c) Committee members serve without compensation, except that they may receive reimbursement for pre-approved expenses in connection with their services on behalf of SER as permitted by policies adopted by the SER Board of Directors.
- d) Committee members shall serve SER with the highest degree of integrity, loyalty, and care, and shall undertake no enterprise to profit personally from their position with SER.
- e) Committee members shall have no direct or indirect financial interest in the assets or leases of SER. Any committee member who individually or as part of a business or professional firm is involved in the business transactions or current professional services of SER shall disclose the existence and nature of his or her financial interest and all material facts to the Certification Program Coordinator. The committee member may

make a presentation at a committee meeting, but after such presentation, shall not participate in any deliberation or vote taken with respect to such transactions or services.

Standing Committees

1) Executive Committee

- a) **Members.** The Executive Committee will be comprised of SER's Executive Director, the Certification Program Coordinator, and the Chairs of each of the standing committees. The Executive Committee must include at least one member of the SER Board of Directors.
- b) **Purpose.** The Executive Committee is responsible for reviewing any of the recommendations made by the standing committees including, but not limited to, the program standards for certification and continuing education approval.
- c) **Meetings.** The committee will meet as needed (virtually or in-person) to discuss and approve/disapprove any recommended program changes. The Certification Program Coordinator will call for meetings as needed.
- d) **Quorum.** Three-fourths of the number of the Executive Committee members constitutes a quorum for the transaction of business at a meeting of the Executive Committee.
- e) **Voting.** Votes may occur in person, via conference call/webinar, or through email. The committee will strive for consensus in decision making; however, in situations where consensus decision cannot be made, and except where they may be in conflict with law, or this charter document, the rules of order in the then-current edition of *Robert's Rules of Order Newly Revised In Brief* govern the conduct of all committee meetings. If a member of the committee cannot attend a meeting, he/she may vote in advance or by proxy (with written approval).
- f) **Reporting.** Electronic reports from each meeting or email vote will be maintained by the Certification Program Coordinator for at least 5 years.

2) Standards Committee

- a) **Members.** The Standards Committee consists of five (5) to seven (7) members.
- b) **Purpose.** The Standards Committee is responsible for the revision of standards (requirements) for certification within the framework of policies and procedures established by the Certification Program Coordinator, SER Executive Director, and SER Board of Directors.
- c) **Meetings.** The Standards Committee will meet via conference call, video call, or webinar at least quarterly. The chairperson of the committee will schedule all meetings.
- d) **Recommendations and Revisions**

- i) The Standards Committee will forward any recommendations to the Certification Program Coordinator who will initiate the review process by the Executive Committee.
- ii) Recommendations may be provided throughout the year but no later than November each year.
- iii) Standards will only be revised with Executive Committee approval in January each year.
- iv) No amendments will be made during the first year of operation (2017).

3) Certification Committee

- a) **Members.** The Certification Committee consists of seven (7) to nine (9) members.
- b) **Purpose.** The Certification Committee is responsible for the review and evaluation of applications for certification within the framework of policies and procedures established for the certification program. The powers of the Committee include, but are not limited to, conferring certification upon qualified applicants, making recommendations to the Executive Committee, and all powers necessary to facilitate a fair evaluation procedure.
- c) **Meetings.** The Certification Committee will meet as necessary at the discretion of the chairperson of the committee and the Certification Program Coordinator.
- d) **Review and Reporting**
 - i) The Certification Program Coordinator will receive all applications via the online application system and check for the completeness of the application.
 - ii) Once an application is deemed complete, the Certification Program Coordinator will forward the applications to the chairperson of the Certification Committee for review.
 - iii) The committee chairperson may divide the review work; however, each application must be reviewed by at least three (3) committee members.
 - iv) The Certification Committee will forward all recommendations to the Certification Program Coordinator who will 1) notify the applicant of their certification status or 2) initiate the review process by the Executive Committee for program-related recommendations.

4) Appeals and Disciplinary Committee

- a) **Members.** The Appeals and Disciplinary Committee consists of three (3) members.
- b) **Purpose.** The Appeals and Disciplinary Committee is responsible for hearing candidate challenges to denials of certification, re-certification, or continuing education approvals. The Appeals and Disciplinary Committee is also responsible for investigating any alleged violations of the SER Code of Ethics in accordance with the Disciplinary Policy.
- c) **Meetings.** The committee will meet as needed (virtually or in-person) to discuss and review any cases or issues. The committee chairperson or the Certification Program Coordinator will call for meetings as needed.

- d) **Reporting.** The Appeals and Disciplinary Committee will forward all recommendations to the Certification Program Coordinator who will 1) notify the applicant/certificant of the findings or 2) initiate the review process by the Executive Committee.

5) Continuing Education Committee

- a) **Members.** The Continuing Education Committee consists of five (5) members.
- b) **Purpose.** The Continuing Education Committee is responsible for reviewing potential courses and programs to determine which meet the Continuing Education standards set forth in the SER certification program guidance document. The Continuing Education Committee will also conduct an annual review of the continuing education standards and make recommendations if revisions are needed.
- c) **Meetings.** The Continuing Education Committee will meet via conference call, video call, or webinar at least quarterly. The chairperson of the committee will schedule all meetings.
- d) **Reporting.** The Continuing Education Committee will forward all recommendations to the Certification Program Coordinator who will initiate the review process by the Executive Committee.
- e) **Recommendations and Revisions**
 - i) Recommendations may be provided throughout the year but no later than November each year.
 - ii) Standards will only be revised with Executive Committee approval in January each year.
 - iii) No amendments will be made during the first year of operation (2017).

6) Marketing and Outreach Committee

- a) **Members.** The Marketing and Outreach Committee consists of three (3) members.
- b) **Purpose.** The Marketing and Outreach Committee is responsible for implementing the marketing and communications plan.
- c) **Meetings.** The committee chairperson or the Certification Program Coordinator will call for meetings (virtual or in-person) as needed.
- d) **Approvals.** The Certification Program Coordinator or his/her designee must approve all marketing materials prior to their distribution and all outreach activities prior to the event.
- e) **Reporting.** All outreach activities will be documented electronically. Copies of all documentation will be maintained for at least 5 years.