

## American Institute of Constructors

### **Constructor Certification Commission Policy and Procedures No. 5.1**

#### **Commission, Committees, Subcommittees Panels and Task Forces Member's Qualifications and Responsibilities**

Policy – The responsibilities of the Commission will be carried out in part by various boards, committees, subcommittees, panels and task forces.

Responsibility – Constructor Certification Commission

Reference Commission Documents – Commission Policy 5.9 – Selection, Training, and Assessing Commission Members, Volunteers and Contractor Staff; Commission Document No. 1 - Operating Procedures; Commission Document No. 15 - Examination Committee Operations Manual; Commission Document No. 16 - Examination Committee Item Writing Subcommittee Operations Manual; Commission Document No. 22 - Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual; Commission Document No. 23 - Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Operations Manual, Commission Document No. 85 – Skills and Knowledge Committee Operations Manual

Procedure – The composition, qualifications, selection and responsibilities of members on the Commission's boards, committees, subcommittees, panels and task forces are in accordance with the following procedures. The organizational relationships among the various boards, committees, subcommittees, panels and task forces are delineated on the attached Commission organization chart.

#### **Board of Governors**

1. The Board of Governors shall consist of nine members, four of whom shall be appointed by the AIC Board of Directors, the Certified Professional Constructors (CPCs) in good standing shall elect four of whom, and one of whom shall be a Public Member. The Public Member shall be a person who is not a CPC nor derives their principal income from the construction discipline, its related organizations or certification organizations. All members, with the exception of the Public Member shall be Certified Professional Constructors (CPC) and appointed members shall be AIC members that are in good standing. The Board of Governors shall be elected or appointed in accordance with the Document No. 1 - Commissions Operating Procedures.
2. The Board of Governors serves as the governing body on those matters that come before the Commission regarding modifications to Operating Procedures, expending Commission funds, and employment of contractors and others. All other matters shall be governed by the whole Commission for advancing the goal of certification. Responsibilities include, but are not limited to:
  - a. Meet as a Commission in session monthly to exchange ideas and to discuss means and methods for improvements of the certification process and the promotion of

professionalism in construction through certification. To take action on any matters brought before the Commission. Absence from two consecutive Commission meetings without good cause allows removal by a majority vote of the Governors.

- b. Participate, between the semi-annual Commission meetings, at least monthly on conference calls and exchange emails on special occasion as is necessary for the conduct of business of the Commission.
- c. Ratify the Treasurer's reports and to review and approve an annual budget prepared by the Treasurer for operations of the Commission
- d. Approve the appointment of committees, subcommittees, panels and task forces and receive committee reports and to review and take action on same.
- e. Research and discuss as necessary any proposed changes to the Commission's Policies and Documents and to approve any changes only by action of the Board of Governors of the Operating Procedures as provided for in the Commission's Operating Procedures.
- f. Invite trade associations and professional societies that are associated with the construction industry to nominate a practicing individual of their respective trade or profession, to be their representative on the Board of Advisors. To review such nominations and vote on approval and/or acceptance of said nominees.
- g. Contract with a management contractor to conduct the daily business of the Commission, to review performance of paid staff on an annual basis to ensure that all matters are being handled in a current and professional manner and to conduct all certification examinations and to provide for an annual review of their work
- h. Conduct all deliberations, assignments, and duties with respect to the Commission in an honorable and professional manner that will bring credit to the Commission and the certification process.
- i. Promote the Commission's certification where and when appropriate to individuals, associations, the construction industry and other stakeholders.
- j. Chair and/or serve on any of the Commission's committees, subcommittees, panels and task forces.

## **Board of Advisors**

1. The Board of Advisors will be limited to 12 members and shall be composed of representatives of construction-affiliated trade, professional, and educational associations and other individual practitioners that wish to serve on the Commission to promote individual professionalism in the construction industry. Their broad knowledge, opinions, and observations shall serve to guide the decision making of the Commission for the sake of advancing the goal of certification. Membership on the Advisory Board shall be by invitation of the Board of Governors in accordance with the Commission's Operating Procedures (Document No. 1). No institution or association may have more than one representative at any one time on the Board of Advisors.
2. The Board of Advisors guide the decision making of the Commission, through an advisory role to advance the goal of certification. Responsibilities include, but are not limited to:

- a. Attend the monthly and specially called meetings of the Commission. Absence from two consecutive Commission meetings without good cause allows removal by a majority vote of the Board of Governors.
- b. Participate in discussions with the Board of Governors.
- c. Advise as to matters before the Commission.
- d. Vote on all issues that come before the Commission except those concerning the Operating Procedures, Expenditures of Commission Funds, Employment of contractors and others and specific certification issues as noted in the respective Commission Policy (ies).
- e. Serve on any of the Commission's committees, subcommittees, panels and task forces.
- f. Serve as Chair of any of the Standing Committees.
- g. Work with the Commission to promote and further the cause of certification for professional constructors throughout the industry.

### **Commission Officers**

1. The Commission shall elect through majority vote of its members a Chair, Vice Chair, Secretary and Treasurer. Their terms of office shall be 2 years, renewable. The vote shall be by written ballot. The terms for the new officers shall start at the expiration of the terms of the previous officers.
2. The Commission Chair shall be a member of the Board of Governors and shall be responsible for the overall operation of the Commission. The Chair shall carry out all business of the Commission as approved and directed by the Commission. The Chair shall have the authority to enter into contracts on behalf of the Commission that are approved by the Commission to the extent that an approved budget and positive cash flow is maintained as noted in Article II, Section 3: (B) of the Commission's Operating Procedures. The Chair shall have the authority to call special meetings of the Commission and its committees. The Chair shall be a signatory on all accounts maintained by the Commission. The Chair will also have training and assessment responsibilities as noted in Commission Policy 5.9.
3. The Commission Vice Chair shall assist the Commission Chair and perform special duties delegated by the Chair including training and assessment in accordance with Commission Policy 5.9.
4. The Commission Secretary shall record all business of the Commission, produce records of the Commission and maintain all minutes and records of the Commission. In addition, the Secretary will have training and assessment responsibilities as noted in Commission Policy 5.9.
5. The Commission Treasurer shall be a member of the Board of Governors and shall conduct all financial business of the Commission and maintain all financial records of the Commission in a manner that assures that all financial records are kept current on a real-time basis, a responsible system of check and balances is maintained and funding is made in accordance with these operating guidelines. The Commission Treasurer will be a signatory on all accounts maintained by the Commission. With the assistance of the Certification Manager, the Commission Treasurer shall oversee the General Accepted Accounting Principles (GAAP) are followed. The Treasurer may also have training and assessment responsibilities as specified in Commission Policy 5.9.

6. In the event the office of Chair becomes vacant, the Vice Chair shall become Chair of the Commission for the unexpired term of the Chair. In the event the offices of Vice Chair, Secretary or Treasurer should become vacant, the Chair shall appoint interim officers to fill such vacant offices until a scheduled meeting of the Commission can be held.

## **Committees**

1. In accordance with the Commission's Operating Procedures (Document No. 1), the Commission shall appoint Standing Committees. The Standing Committees shall consist of Skills and Knowledge, Examination, and Finance. Other Standing Committees may be formed as the Board of Governors so directs. In addition, the Commission may form other committees, subcommittees, panels or task forces for conducting specific business.

## ***Standing Committees***

2. The Chair of each Standing Committee must be a member of either the Board of Governors or the Board of Advisors and should attend Commission meetings. If available, the individual should have a minimum of two years of experience in performing the work of the respective body to be chaired or has served as a Vice Chair and has a minimum of one year experience in this position. The Chair will be responsible for planning, scheduling, and conducting all committee meetings. In addition, the Chair will be responsible to complete any needed work assigned to the committee in a timely and quality manner. Finally, the Chair will have training and assessment responsibilities as noted in Commission Policy 5.9. The Standing Committees shall report directly to the Commission. Other members of the Standing Committees will be selected and approved by the Commission.
3. The Commission members shall nominate Chair(s) and Vice Chair(s) for each Standing Committee. Nominations can also come from the respective Standing Committees. The nominations shall be voted on at the regular scheduled meetings of the Commission. Vice-Chairs do not have to be a member of the Commission, but should have a minimum of one-year experience performing the work of the respective body. The Chairs and Vice Chairs shall serve two-year renewable terms. All Standing Committee members shall serve for two-year renewable terms. Qualifications to serve on respective Standing Committees are noted below in the respective Standing Committee description along with and their responsibilities.
4. The following are the makeup in membership and responsibilities of the current Standing Committees.

**Skills and Knowledge Committee:** This Committee shall have a Chair, Vice Chair and as many members as determined by the Commission required to carry out its duties. The minimum qualifications to serve as a member of the Committee include having attained The Skills and Knowledge Committee shall maintain and revalidate once every five years the constructor certification body of knowledge, the specifications for the certification examinations including the percent of questions on the respective examinations by the major division of the specifications, and the minimum qualifications to take the CAC and CPC examinations. In addition, the Committee, with the approval of the Constructor Certification Commission, will provide the Examination Committee

with any changes for incorporation into the development of future certification examinations. Finally, the Committee shall review the applications for certification for compliance with certification criteria; prepare and maintain the criteria for evaluating continuing professional development requirements; reviews acceptability of required continuing professional development documentation and such other duties as the Commission may assign. All work of the Committee is to be done in accordance with Document No. 85 – Skills and Knowledge Committee Operations Manual.

**Examination Committee:** The Committee shall have a Chair, Vice Chair, and as many members as are required to carry out its duties. All voting members on the Examination Committee must be Certified Professional Constructors and be familiar with the Commission’s Policies and Documents. In addition to the Chair, Vice Chair and other qualified voting members, a representative of the Management Contractor shall also serve on the Committee as a non-voting member. This person’s term of service is on a year-by-year bases and is renewable.

The Chair of the Examination Committee may serve as an advisor to any of the subcommittees of the Examination Committee but will not be required to attend any of their meetings. The Chair, Vice Chair, or Chair designated Committee member shall be the liaison between the Examination Contractor and the Commission. This person shall be the contact person designated to review examination statistical issues, resolve multiple correct response issues, and review comments or complaints by qualificants and shall report the results of such deliberations to the Commission Chair.

The Examination Committee shall be responsible for developing, assessing, validating, updating, and formatting questions on examinations as well as protecting the certification examinations and processes and such other duties as the Commission may assign and carry out their responsibilities in accordance with Commission Document No. 15 – Examination Committee Operations Manual.

**Finance Committee:** This committee shall have a Chair and Vice Chair. The Chair shall be the Commission's elected Treasurer. The minimum qualifications to serve as a member of the Committee includes having attained the CPC designation and be familiar with the Commission’s Policies Documents. The members of this Committee shall be in addition to the Commission's Treasurer, the immediate Past Chair of this Committee, the current Chair of the Commission and as many other members as required by the Board of Governors. The Finance Committee shall be responsible for preparing the annual budget, monitoring the spending of commission funds and revenues, developing, in conjunction with the Certification Manager, marketing plans and such other duties as the Commission may assign.

#### ***Other Committees, Subcommittees, Panels and Task Forces***

5. The Chair of other committees, subcommittees, panels and task forces may be a member of the above two mentioned Boards or other individuals meeting the qualifications for the respective group as determined and approved by the Commission. The Chair will be

responsible for planning, scheduling, and conducting all committee meetings. In addition, the Chair will be responsible to complete any needed work assigned to the committee in a timely and quality manner. Finally, the Chair will have training and assessment responsibilities as noted in Commission Policy 5.9.

6. All members of other committees, subcommittees, panels and task forces shall be appointed by the Chair of the Commission with input from members of the two above-mentioned Boards.
7. The following is the current makeup in membership and responsibilities of other committees, subcommittees, panels and task forces.

**Appeals Panel:** This panel shall consist of five (5) qualified individuals appointed by the Commission Chair to consider an appeal to an adverse decision of the Commission. To be qualified the individual must be a CPC in good standing and be familiar with the Commission's Policies and Documents. The Commission Chair will designate the person who will Chair the Panel.

**Examination Committee Item Writing Skills Subcommittee:** The Item Writing Skills Subcommittee shall be responsible for writing, coding, soliciting, reviewing, updating, and formatting questions (items) suitable for inclusion in the database for the Level I and Level II Examinations.

The Item Writing Skills Subcommittee shall have a Chair, Vice Chair and as many members as the Subcommittee desires or may be required to carry out its responsibilities. All members must be Certified Professional Constructors and be familiar with the Commission's Policies and Documents. The Chair and Vice Chair may be appointed by the Examination Committee or may be elected from within the Subcommittee. In either case, the Commission must approve all appointments.

Membership on the Subcommittee will be for two-year terms renewable by the Subcommittee's consensus. The Chair and Vice Chair shall also serve for two-year renewable terms. All renewable terms are to be approved by the Commission. The Chair or a Chair designated permanent member of the Subcommittee will serve as a liaison to the Examination Committee but will not be required to attend Examination Committee meetings. All activities of the Subcommittee are to be carried out in accordance with Commission Document No. 16 – Examination Committee Item Writing Subcommittee Operations Manual.

**Skills and Knowledge Committee Application Vetting Subcommittee:** The responsibility of the Subcommittee is to insure that applicants for the CAC examination who apply in whole or part for the examination via professional experience (instead of totally by educational credit) meet the professional experience requirements and to insure that applicants for the Level II (CPC) examination meets the eligibility requirements for education and professional experience.

The Application Vetting Subcommittee shall have a Chair, Vice Chair and as many members as the Subcommittee desires or may be required to carry out its responsibilities.

All members must be Certified Professional Constructors and shall be familiar with the Commission's Policies and Documents. The Chair and Vice Chair may be appointed by the Skills and Knowledge Committee or may be elected from within the Subcommittee. In either case, the Commission must approve all appointments.

Membership on the Subcommittee will be for two-year terms renewable by the Subcommittee's consensus. The Chair and Vice Chair shall also serve for two-year renewable terms. All renewable terms are to be approved by the Commission.

The Chair or a Chair designated permanent member of the Subcommittee will serve as a liaison to the Skills and Knowledge Committee but will not be required to attend Skills and Knowledge meetings. The Subcommittee will carry out its responsibilities in accordance with Commission Document 22 – Skills and Knowledge Committee Application Vetting Subcommittee Operations Manual.

**Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee:** The Subcommittee is responsible for auditing all CPD credits being submitted by certificants in order to maintain their certification.

The CPD Audit Subcommittee shall have a Chair, Vice Chair and as many members as the Subcommittee desires or may be required to carry out its responsibilities. All members must be Certified Professional Constructors and be familiar with the Commission's Policies and Documents. The Chair and Vice Chair may be appointed by the Skills and Knowledge Committee or may be elected from within the Subcommittee. In either case, the Commission must approve all appointments.

Membership on the Subcommittee will be for two-year terms renewable by the Subcommittee's consensus. The Chair and Vice Chair shall also serve for two-year renewable terms. All renewable terms are to be approved by the Commission. The Chair or a Chair designated permanent member of the Subcommittee will serve as a liaison to the Skills and Knowledge Committee but will not be required to attend Skills and Knowledge meetings. The Subcommittee will carry out its responsibilities in accordance with Commission Document 23 – Skills and Knowledge Committee Continuing Professional Development Audit Subcommittee Operations Manual.

## **Revision History**

Last Revision: 09/10/2022

CONSTRUCTORS CERTIFICATION COMMISSION ORGANIZATION CHART

