



## **GPCI Board of Director Position President**

### **POSITION FUNCTION/OVERVIEW:**

The President and Board are the policy-making body of the Grant Professionals Certification Institute (GPCI). The President shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, the Bylaws or GPCI board resolution, he or she shall, in the name of GPCI, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be prescribed from time to time by the Board of Directors. The President shall be a signatory on GPCI's financial records and debit/credit card.

The President must represent a broad cross-section of people and organizations interested in the grants profession. The purpose of this position is to lead the board of directors and direct their activities toward choices and programs that will accomplish GPCI's stated purpose. The purpose is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### **DUTIES:**

It is the duty of President:

1. Perform any and all duties imposed collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Lead the appointment and removal, employment and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Approve the selection of an individual to fulfill the responsibilities of GPCI's chief staff position (if applicable); evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
5. Lead the Board in the establishment of policies relative to the credentialing process and program, ensuring conformity to NCCA standards;
6. Lead the Board's decisions making process in regard to all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument;
7. Lead meetings at such times and places as required by the Bylaws.
8. Provide written agendas in advance of board meetings and distribute appropriate background information on subjects to be discussed.

#### ADVOCACY:

1. Understands and endorses GPCI's mission and committee activities and creates opportunities to promote the merits of the organization.
2. Participates and lead in appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates and lead the recruitment, selection, and development of board, committee, and task force members.
4. Participation and lead in the Institute's events throughout the year (i.e. test administration, conferences, strategic planning, and scoring panels).

#### STEWARDSHIP:

1. Lead the Board's determination of the organization's mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors and constituencies.
3. Attends each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept and lead the board in the responsibility needed for representing GPCI when needed.

#### POLICY ADMINISTRATION:

1. Maintains the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

#### RESOURCE DEVELOPMENT:

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Leads and participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.
3. Lead GPCI with communication about its programs through their own personal contacts with other grant professionals.

#### FINANCES:

1. Establishes appropriate fiscal policies, ensures compliance, and ensures the establishment and implementation of appropriate financial controls.



2. Monitors and approves the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.

**OVERSIGHT:**

1. Oversees the executive staff of the agency and administration of the organization (if applicable).



## **GPCI Board of Director Position Vice President**

### **POSITION FUNCTION/OVERVIEW:**

The Vice President and Board are the policy-making body of the Grant Professionals Certification Institute (GPCI). The Vice President shall preside at all meetings of the Board of Directors in the absence of the President. The Vice President shall be a signatory on GPCI's financial records and debit/credit card.

The Vice President must represent a broad cross-section of people and organizations interested in the grants profession. The purpose of this position is to assist the President and the board of directors with direction in regards to their activities toward choices and programs that will accomplish GPCI's stated purpose. The purpose is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### **DUTIES:**

It is the duty of Vice President:

1. Perform any and all duties imposed collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Assist the President in leading the appointment and removal, employment and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Assist with the selection of an individual to fulfill the responsibilities of GPCI's chief staff position; evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Assist with supervision of all officers, agents, and employees of the corporation to assure that their duties are performed properly;
5. Assist the President in leading the board in the establishment of policies relative to the credentialing process and program, ensuring conformity to NCCA standards;
6. Assist the President in leading the Board's decisions making process in regard to all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument;
7. Lead meetings at such times and places in the President's absence as required by the Bylaws.
8. Serve on the executive committee.
9. Carry out special assignments as requested by the board chair.
10. Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.

### **RESPONSIBILITIES OF VICE PRESIDENT: ADVOCACY**

1. Understands and endorses GPCI's mission and committee activities and creates opportunities to promote the merits of the organization.

Policy Number: 1.00002  
Approved: 10/9/2013, 03/02/2017, 08/02/2018

2. Participates and assists in leading appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates and assists in leading the recruitment, selection, and development of board, committee, and task force members.
4. Participates and assists in leading in the Institute's events throughout the year (i.e. test administration, conferences, strategic planning, and scoring panels).

#### STEWARDSHIP:

1. Determines the organizations mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors, and constituencies.
3. Attendance at each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors and/or Board President is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept the responsibility for representing GPCI when needed.

#### POLICY ADMINISTRATION:

1. Maintains the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

#### RESOURCE DEVELOPMENT:

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.
3. Assist the Institute with communication about its programs through their own personal contacts with other grant professionals.

#### FINANCES:

1. Supports the establishment of appropriate fiscal policies, ensures compliance, and ensures the establishment and implementation of appropriate financial controls.
2. Supports the monitoring and approval of the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.



**OVERSIGHT:**

1. Oversees the executive staff of the agency and administration of the organization (if applicable).



## **GPCI Board of Director Position Secretary**

### **POSITION FUNCTION/OVERVIEW:**

The Secretary and Board are the policy-making body of the Grant Professionals Certification Institute (GPCI). The Secretary shall take accurate minutes at all meetings of the Board of Directors. The Secretary shall be a signatory on GPCI's financial records and debit/credit card.

The Secretary must represent a broad cross-section of people and organizations interested in the grants profession. The purpose of this position is to assist the President and the board of directors with direction in regards to their activities toward choices and programs that will accomplish GPCI's stated purpose. The purpose is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### **DUTIES:**

It is the duty of Secretary:

1. Perform any and all duties imposed collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Assist the President in leading the appointment and removal, employment and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Assist in the selection of an individual to fulfill the responsibilities of GPCI's chief staff position; evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Assist in the supervision of all officers, agents, and employees of the corporation to assure that their duties are performed properly;
5. Assist the President in leading the board in the establishment of policies relative to the credentialing process and program, ensuring conformity to NCCA standards;
6. Assist the President in leading the Board's decisions making process in regard to all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument;
7. Prepares and disseminates communications of all correspondence, agendas, and electronic messages for all meetings of the board.
8. Take minutes at all meetings and submit to the President for review prior to submission to the rest of the board within a week of the board meeting.
9. The Secretary, from time to time, and at the request of the President, initiate and take electronic votes (via email or google forms for example) on GPCI matters needing immediate resolution prior to the next scheduled board meeting.
10. Serves on the executive committee.
11. File the approved minutes and maintain the official list of board members.

12. Certify and keep at the principal office of the organization the original or a copy of the by-laws as amended.
13. Ensure that all notices are duly given in accordance with the provisions of the by-laws.
14. Be custodian of the records and of the seal of the organization and affix the seal, as authorized by law or the provisions of the by-laws, to duly executed documents of the organization.

#### RESPONSIBILITIES OF SECRETARY: ADVOCACY

1. Understands and endorses GPCI's mission and committee activities and creates opportunities to promote the merits of the organization.
2. Participates and assists in leading appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates and assists in leading the recruitment, selection, and development of board, committee, and task force members.
4. Participates and assists in leading in the Institute's events throughout the year (i.e. test administration, conferences, strategic planning, and scoring panels).

#### STEWARDSHIP:

1. Determines the organizations mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors, and constituencies.
3. Attendance at each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors and/or Board President is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept the responsibility for representing GPCI when needed.

#### POLICY ADMINISTRATION:

1. Maintains the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

#### RESOURCE DEVELOPMENT:

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.





3. Assist the Institute with communication about its programs through their own personal contacts with other grant professionals.

#### FINANCES:

1. Assist in the establishment of appropriate fiscal policies, ensures compliance, and ensures the establishment and implementation of appropriate financial controls.
2. Assist in the monitoring and approval of the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.

#### OVERSIGHT:

1. Oversees the executive staff of the agency and administration of the organization (if applicable).

## **GPCI Board of Director Position Treasurer**

### **POSITION FUNCTION/OVERVIEW:**

The Treasurer and Board are the policy-making body of the Grant Professionals Certification Institute (GPCI). The Treasurer shall be responsible for ensuring GPCI's debts are paid in a timely manner. The Treasurer shall be a signatory on GPCI's financial records and debit/credit card.

The Treasurer must represent a broad cross-section of people and organizations interested in the grants profession. The purpose of this position is to assist the President and the board of directors with direction in regards to their activities toward choices and programs that will accomplish GPCI's stated purpose. The purpose is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### **DUTIES:**

It is the duty of Treasurer:

1. Perform any and all duties imposed collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Assist the President in leading the appointment and removal, employment and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Assist in the selection of an individual to fulfill the responsibilities of GPCI's chief staff position; evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Assist in the supervision of all officers, agents, and employees of the corporation to assure that their duties are performed properly;
5. Assist the President in leading the board in the establishment of policies relative to the credentialing process and program, ensuring conformity to NCCA standards;
6. Assist the President in leading the Board's decisions making process in regard to all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument; Lead meetings at such times and places in the President's absence as required by the Bylaws.
7. Review the annual audit and answer board members' questions about the audit.
8. Review all financial information from GPCI's accountant each month to ensure accuracy.
9. Present a treasurer's report at each board meeting.
10. Prepare in October of each year a preliminary budget for the next fiscal year for approval at the November board meeting.
11. Manage and assist with the board's review of, and action related to, the board's financial responsibilities.

12. Ensure the assets of the organization are protected and invested according to organization policy.
13. Ensure the organization complies with organization and statutory reporting requirements.
14. Work with the accountant to ensure appropriate financial reports are made available to the board on a timely basis.
15. Serves on the executive committee.

#### RESPONSIBILITIES OF TREASURER: ADVOCACY

1. Understands and endorses GPCI's mission and committee activities and creates opportunities to promote the merits of the organization.
2. Participates and assists in leading appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates and assists in leading the recruitment, selection, and development of board, committee, and task force members.
4. Participates and assists in leading in the Institute's events throughout the year (i.e. test administration, conferences, strategic planning, and scoring panels).

#### STEWARDSHIP:

1. Determines the organizations mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors, and constituencies.
3. Attendance at each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors and/or Board President is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept the responsibility for representing GPCI when needed.

#### POLICY ADMINISTRATION:

1. Maintains the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

#### RESOURCE DEVELOPMENT:

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.



3. Assist the Institute with communication about its programs through their own personal contacts with other grant professionals.

#### FINANCES:

1. Establishes appropriate fiscal policies, ensures compliance, and ensures the establishment and implementation of appropriate financial controls.
2. Monitors and approves the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.

#### OVERSIGHT:

1. Oversees the executive staff of the agency and administration of the organization (if applicable).

## **GPCI Board of Director Position The Directors**

### **POSITION FUNCTION/OVERVIEW:**

The Grant Professionals Certification Institute (GPCI) Board of Directors is the policy-making body of the organization, and its members represent a broad cross-section of people and organizations interested in the grants profession. The purpose of GPCI is to strengthen the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

### **DUTIES:**

It is the duty of directors to:

1. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the Bylaws;
2. Appoint and remove, employ and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents, and employees of the corporation;
3. Assist with the selection of an individual to fulfill the responsibilities of GPCI's chief staff position; evaluate formally the performance of its chief staff member; and assent to, require, or initiate the dismissal of its chief staff member;
4. Assist with the supervision of all officers, agents and employees of the corporation to assure that their duties are performed properly;
5. Set policies relative to the credentialing process and program; ensuring conformity to NCCA standards;
6. Make all decisions regarding all aspects of the certification program, including but not limited to eligibility standards, and development, administration, and scoring of the assessment instrument.
7. Meet at such times and places as required by the Bylaws; and
8. Register their addresses with the Secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof.

### **RESPONSIBILITIES OF BOARD DIRECTORS: ADVOCACY**

1. Understands and endorses GPCI's Mission and committee activities and creates opportunities to promote the merits of the organization.
2. Participates in appropriate advocacy and education efforts related to mission and programs and represents the organization by making presentations to public officials, the media, and the grant professional community.
3. Participates in the recruitment, selection, and development of board, committee, and task force members.
4. Participates in GPCI's events throughout the year (i.e. test administration, conferences, strategic planning, scoring panels).

**STEWARDSHIP:**

1. Determines the organizations mission and vision through periodic strategic planning.
2. Ensures the organization effectively uses its resources to provide programs and services and the organization fulfills its fiscal and programmatic obligations to funders, donors, and constituencies.
3. Attendance at each regular or called Board Meeting. This involves committing to at least 2 hours every month for the meeting. Internet capability and regular communication with the Board of Directors and/or Board President is also required.
4. Provides consultative assistance related to the organization's operations and/or specific issues by serving on standing committees and ad-hoc task forces.
5. Accept the responsibility for representing GPCI when needed.

**POLICY ADMINISTRATION:**

1. Maintain the confidentiality of all Board Meeting discussions.
2. Adopts and keeps current Bylaws and Articles and ensures the organization operates within them.
3. When appropriate, selects, employs, and evaluates executive staff.
4. Offer suggestions on possible GPCI programs, operational improvements, policies, budget, and fund development.

**RESOURCE DEVELOPMENT:**

1. Actively participates in resource development and special events for the organization and makes financial contribution as required by board policy.
2. Participates in "friend-raising" efforts to identify and maintain a network of individuals who actively support the organization and assist in creating opportunities for resource development.
3. Assist the Institute with communication about its programs through their own personal contacts with other grant professionals.

**FINANCES:**

1. Assists with the establishment of appropriate fiscal policies and ensures compliance and ensures the establishment and implementation of appropriate financial controls.
2. Assists with the monitoring and approval of the annual budget and finances and authorizes expenditures outside the fiscal plan.
3. Authorizes and approves the annual audit and direct the review of a response to audit results.

**OVERSIGHT:**

1. Oversees the executive staff of the agency and administration of the organization (if applicable).

## **GPCI Committee Job Descriptions Governance Committee**

### **POSITION FUNCTION/OVERVIEW**

This group creates a packet of information to share with new board members each year that will help orient them to the board, provide roles, and share pertinent information. As needed, this group updates GPCI's by-laws. Finally, this group accepts nominations for open positions on the GPCI Board. If nominees are interested, they submit their resume and other paperwork. Then the committee submits a slate of candidates to the board for voting.

### **DUTIES:**

#### **Board Orientation:**

- 1) Contacts new board members and sets up a time to discuss current initiatives.
- 2) Explains requirements of board meeting attendance and annual donation to the board.
- 3) Provides the by-laws and conflict of interest policies to the new member.
- 4) Has the new board member add their contact information to the board roster and distributes to the other board members?

#### **By-Laws:**

- 1) If a change to the by-laws is required, the chair of the Board Orientation, By-Laws Review and Nominating Chair asks for volunteers from among the board members and selects a date/time to discuss the new changes.
- 2) Once the committee has finalized the new changes, the chair presents them to the full board for approval.

#### **Nominating:**

- 1) The chair determines if there will be openings on the board as needed in conjunction with the current president.
- 2) Requests for nominations are posted on the website, sent out in the GPC news and the GPA weekly newsletter, and nominees are requested when appropriate
- 3) The chair distributes the GPCI board questionnaire to each person nominated or who has expressed an interest in the board position(s).
- 4) The chair visits with each person regarding the time commitments and annual donation requirements.
- 5) The chair collects the completed questionnaires and resumes to present to the board at the next standing meeting for approval by the board.
- 6) In the event of a vacancy during the year, the same process (Steps 2-5) are followed.



## **GPCI Certification Committee Job Descriptions Sub Committee: Certification Maintenance Program (CMP)**

### **POSITION FUNCTION/OVERVIEW:**

This group works with current GPCs to maintain their status through the Certification Maintenance Program (CMP) process. They remind current GPCs when renewal deadlines are approaching, review CMP applications, audit a portion of the applications, and confer certificates with updated GPC status to those who qualify.

### **DUTIES:**

- 1) The chair of the CMP committee coordinates with the GPA head office to determine the wording of the email newsletters provided to GPCs to remind them of their deadline to renew.
- 2) Maintains and updates the CMP manual and forms as necessary based on changes made to points or qualifying opportunities. The audit policies are reviewed annually and updated as needed. The chair ensures the new policies are posted to the website.
- 3) Reviews, with members of the committee, the CMP applications on a quarterly basis.
- 4) Contacts renewing GPCs if there is a question on their form or if the total points does not meet the minimum requirements.
- 5) Annually randomly pulls 10% of those re-certifying each year for an audit.
- 6) The chair works with an audit committee to review those selected for audit and contact the certificant for further documentation.
- 7) CMP updates are provided monthly to the board of directors.
- 8) Audit findings are provided annually to the board of directors.



**GPCI Certification Committee Job Descriptions  
Sub Committee: Exam Administration**

**POSITION FUNCTION/OVERVIEW:**

This group maintains all aspects of the exam once a potential examinee completes the eligibility phase. The exam committee issues vouchers, facilitates the scoring of the written portion of the exam, monitor exams through the online system with Kryterion and is responsible for ensuring examinees are notified of their GPC status.

**DUTIES:**

- 1) The chair logs into Kryterion and obtains vouchers for both sections of the exam for each potential examinee. Deadlines are established when the vouchers are obtained.
- 2) The chair forwards exam enrollment instructions with vouchers to each potential examinee.
- 3) The chair monitors when examinees are registered for the exam to facilitate when essay scoring needs to be completed.
- 4) The chair works with the designated Kryterion representative if there are issues with an examinee in scheduling, issues during the exam (such as loss of internet, the split screen not working during the essay portion, or sick examinees who require a doctor's note to reschedule without extra fees).
- 5) In some cases the chair must register examinees who are having difficulty or discuss questions concerning registration for the exam.
- 6) Weekly the chair pulls scores of examinees on the multiple choice section and logs into a master list. Essay scores are added to the master list after the essay scoring session is complete.
- 7) When there are several essays to be scored (about every six-eight weeks), the chair coordinates with the psychometrician to set a date for essay scoring training.
  - a. Once the date/time is secured, the chair calls for volunteers from a list of individuals who expressed an interest in essay scoring. A minimum of three are required for each training.
  - b. The chair provides the conference phone line for use during the training.
  - c. The chair pulls down the essays from Kryterion, pasting it in a word document "as is." The essay prompt number is put in the header as well as the Kryterion unique ID assigned to the examinee. Each essay is saved with the unique ID number and password protected.
  - d. The chair maintains a list of passwords used for each scoring session for future chairs to open the documents.
- 8) After essays are scored and validated by the psychometrician, the chair generates the appropriate letter for each examinee (passed both sections; failed multiple choice/passed essay; passed multiple choice/failed essay; or failed both sections). PDFs of the letters are forwarded to each examinee.
- 9) The chair notifies the GPA office of the newest GPCs for mailing of certifications.
- 10) The chair maintains the list of all GPCs unique ID numbers and their scores on both sections.

## **GPCI Certification Committee Job Descriptions Sub Committee: Eligibility Guide**

### **POSITION FUNCTION/OVERVIEW:**

This group works with those interested in taking the GPC exam. They review eligibility packets to determine who is eligible to sit for the exam. They work with candidates to make sure payment is made and they can sign up for their exam location and time with Kryterion.

### **DUTIES:**

- 1) The chair of the committee works in partnership with the Exam Administration and Eligibility committee chair to determine if changes are necessary.
- 2) The chair facilitates changes as needed and ensures the changes are reflected in marketing, newsletters, and on the website.
- 3) Eligibility packets are sent to the committee via the email [regdocs@grantcredential.org](mailto:regdocs@grantcredential.org)
- 4) The chair is responsible for monitoring the survey monkey eligibility survey and payments for the GPC exam.
- 5) The chair facilitates a team of volunteers who review the eligibility packets based upon the eligibility rubric.
- 6) The chair forwards those candidates who are deemed eligible to the exam administration chair for exam vouchers to be generated and notification of passing the eligibility phase to take the exam.
- 7) The chair and the eligibility review team contact references as needed for those submitting eligibility packets.
- 8) The chair and the eligibility review team contact potential candidates if clarification is needed to complete the review of the eligibility packet.

## **GPCI Certification Committee Job Descriptions Sub Committee: Exam Development**

### **POSITION FUNCTION/OVERVIEW:**

Exam development includes making sure exam questions are continually tested and added to the exam.

### **DUTIES:**

- 1) The Exam Development Subcommittee Chair works with the psychometrician in determining the need for updates to the exam.
- 2) Exam development for a new exam involves the following steps:

- a. Review and update to the job analysis.

The Job Task Analysis (JTA) is a systematic process for analyzing the functions and tasks performed on a job as well as the knowledge, skills, and abilities required to perform those tasks. The JTA is the first step in the test development process and provides the foundation for all subsequent test development activities. The results of the JTA describe the breadth and depth of knowledge and skills that must be covered by the certification examination in order for it to be deemed valid, credible, and useful. The results of the JTA provide the material for the test blueprint and the detailed content outline (GPC Competencies and Skills). A JTA should occur at least every five years. This task is completed by a Job Task Analysis ad hoc committee in partnership with GPCI's psychometrician.

- b. Review and update of competencies and skills.

Competencies and skills relevant for a GPC are reviewed as a secondary step to the job analysis.

- c. Review and update of multiple choice items based on competencies and skills.

Current items on the multiple choice section of the exam are analyzed to determine if they are still relevant and applicable to the updated competencies and skills. Those items not performing well are either eliminated altogether or rewritten for clarity. Items are developed for new competencies and skills as necessary to ensure an accurate representation across all competencies with regards to what weight they were given for a well-rounded grant professional.

- d. Review and writing of new essay prompts.

Written prompts relative to the various sections of a grant proposal are written as needed. Prompts also are crafted around the core competencies and skills.

- e. Cut Score (or Standard) Setting for competence.

This step incorporates a strict methodology to set the minimal levels of competence on assessment instruments. Standard setting is a method of determining cut scores that correspond to performance levels. The standard setting process is implemented with a standard setter committee of certificants who understand the assessment content standards and the performance of candidates. During the standard setting process, participants set cut scores by engaging in a structured conversation that includes discussion of content standards, performance levels, the

test, and expectations for Certificants. Standard setters work under the guidance of GPCI's psychometrician and the chair of the Exam Development Subcommittee. A minimum of one-third of the standard setters must be different individuals than those who completed the item writing sessions.

- 3) The chair is responsible for working with Kryterion in setting up new sections of the exam. Per the agreement with Kryterion the multiple choice items must be entered by GPCI. Kryterion facilitates to ensure the exams are published correctly for administration.

## **Marketing and Stakeholder Education Committee**

### **POSITION FUNCTION/OVERVIEW:**

This group is two-fold. It handles the marketing of the GPC exam and credential. It also works to educate employers, non-profits, and other organizations about the benefits of having a GPC on staff, or using a GPC, to handle their grant needs.

### **DUTIES:**

#### **Marketing Committee Role**

The Marketing Committee develops, implements and manages the overall marketing efforts of GPCI.

#### **Purpose**

The Marketing Committee is to steward the GPCI brand and image; develop and implement the marketing initiatives, communications and activities designed to increase awareness of the GPCI and grow the base of GPCs; enhance the reputation and recognition of GPCI and the GPC designation, and to educate stakeholders of the benefits of working with grant professionals who have obtained their GPC credential.

#### **Accountability**

- The Marketing Committee is a standing committee established by the Board of Directors.
- The Marketing Committee reports to the Board of Directors.
- The Chair is to be determined by the Board.

#### **Responsibilities**

- Work with GPCI's Board of Directors to define short-term and long-term marketing needs.
- Develop and manage the marketing plan to ensure progress toward annual and long-range goals.
- Provide annual marketing budget recommendations.
- Present outcomes to Board of Directors, as appropriate.
- Manage and execute marketing efforts around the GPCI brand, public relations, website, social media communications, newsletters, annual report, GPA National Conference, and other marketing projects or initiatives.

#### **Committee Member Expectations**

- Attend and participate in regular Marketing Committee meetings.
- Prepare adequately for meetings in order to make informed decisions.

**Time Commitment:** 4 – 8 hours per month.

#### **Supporting Documentation:**

It is the responsibility of the Marketing Committee to adequately document all meetings, recommendations and action plans. The current Chairperson will electronically maintain all documentation in GrantZone and/or DropBox.

## **GPCI Marketing and Stakeholder Education Committee Job Descriptions Sub Committee: Scholarship**

### **POSITION FUNCTION/OVERVIEW:**

Each year the GPCI Budget and Grant Professional Foundation (GPF) provides funding for one or multiple GPC Scholarships. This committee handles the application process, reviews and scores the applications, and awards the scholarships.

### **DUTIES:**

Annually the scholarship committee will perform the following duties:

1. Review the scholarship questions and rubric for content, editing, and update as necessary.
2. Schedule the opening and closing dates for the scholarship application period.
3. Work with the Grant Professionals Foundation, the GPCI Marketing Committee, and the Grant Professionals Association to market the scholarship through webinars, press releases, newsletters, Twitter, LinkedIn, and FaceBook.
4. Recruit scholarship reviewers for scoring at least one month in advance of the application deadline.
5. Coordinate training for reviewers.
6. After the deadline has passed, assign applications to reviewers ensuring there is no conflict of interest.
7. Work with chapters who are providing scholarship opportunities for members to ensure those from their chapter are awarded first, then put into the pool for the general scholarships.
8. Coordinate with GPA's accounting office to ensure chapters are invoiced for their scholarship funds.
9. Announce awardees through email.
10. Announce awardees on the GPCI website.
11. Recognize awardees at the annual conference.

## **Grievance/Disciplinary Committee**

### **PURPOSE OF THE COMMITTEE:**

To maintain and enhance the credibility of GPC and in furtherance of GPCI's mission, the agency has adopted policies that allow consumers and others to file complaints regarding potential misconduct by a GPC. Therefore, this committee is charged with the review of grievances or compliance concerns related to the Grant Professionals Association's Code of Ethics and Standards of Professional Practice (Code of Ethics).

### **POSITION FUNCTION/OVERVIEW:**

This committee is responsible for reviewing, deliberating and making recommendations regarding submitted complaints. They also ensure the grievances and disciplinary actions policy is followed. This committee may seek legal counsel if warranted.

### **DUTIES:**

1. Constitute the committee as instructed by the GPCI Board President
2. Ensure the grievance and disciplinary actions policy is followed
3. Review with the committee the complaint to determine if it is reliable and sufficient to find probable cause of a violation of the Code of Ethics
4. Forward the complaint to any other professional association with may have cause to pursue appropriate disciplinary action
5. Notify the President to formally notify the GPC whose conduct is in question
6. Call a committee meeting to discuss and deliberate on the actions in question
7. Forward the recommendations of the committee to the President of GPCI
8. Causes minutes and a roster of the committee members to be archived
9. Ensure all committee members read and sign a confidentiality agreement concerning the activities of the committee
10. Report to the full board of directors activities completed by the committee

## Quality Assurance Committee

### PURPOSE OF THE COMMITTEE:

The quality assurance committee is charged with advising the board to continually review through an internal audit process all policies and procedures to ensure compliance, financial transparency and accurate recording of all aspects of the board, staff, and committees.

### POSITION FUNCTION/OVERVIEW:

The chair is responsible to gather the quality assurance documents and data elements for review and audit by the committee. Additionally, the chair is responsible to constituting the committee members when appropriate for the task outline and establishing a subcommittee for the internal audit as delineated in the policy.

### DUTIES:

1. Encourages the board of directors review one quarter of all policies annually
2. Encourages the board of directors complete an internal audit of the organizations governance, financial viability, risk management, compliance with laws and industry standards
3. Causes the committee to collect and review vital records of events, documents and materials used to monitor the quality of the agencies services and products
4. Reports to the board on quality indicators
5. Forwards the committee's recommends for preventive actions and proactive measures to ensure quality
6. Forwards all identified errors and helps with the development of any and all corrective recommendations for the board's review and action when appropriate
7. Constitutes a subcommittee to complete an internal audit once every five years





**Quality Assurance Committee Job Descriptions**  
**Sub Committee: Exam Review**

**PURPOSE:**

The exam review sub-committee reviews all the exam development processes to ensure compliance with GPCI policies and procedures, as well as with NCCA standards. The sub-committee also monitors the persons responsible for exam eligibility and the psychometrician processes based on examinee feedback in order to make recommendations for improvements as needed.

The exam review committee will monitor changes that may develop over time in:

- Number and/or qualifications of candidates
- The nature of the examination and
- The types of decisions the exam supports.

The Committee will evaluate information that includes item analysis, reliability, decision consistency, speediness and candidates' feedback.

## **Committee Member Job Description**

**PURPOSE** The position of a volunteer committee member serves as the worker on one of the Board of Directors permanent or ad hoc committees such as the scoring panel, eligibility review committee, GPCI review committee, etc. These positions support the GPCI's mission and vision. The Committee Member represents the agency and performs specific committee task per guidance of the board member who chairs the committee.

### **KEY RESPONSIBILITIES:**

1. The Committee Member reviews documentation presented to them and offers an analysis or review of the document.
2. The Committee Member prepares written and/or verbal reports for the committee's meeting and when appropriate for the board's evaluation.
3. The Committee Member may be asked to read, study, and/or scrutinize documents that may have a bearing on the committee's activities.
4. The Committee Member may be asked to develop draft policies and procedures for the committee or board to consider for implementation.
5. The Committee Member may be asked to review websites or other research avenues to further develop the committee's or the board's understanding of the current trends or standards.
6. The Committee Member may be asked to assist with the committee's or board's respond to news articles, applications, or public letters.
7. The Committee Member may be asked to respond to emails or requests of information concerning the work of the committee or the board.
8. Other duties as assigned.

### **REPORTS TO:**

The Chairperson of the committee or the board representative on the committee.

### **TIME COMMITMENT:**

Most committee work is completed during normal working hours. Specific time commitments will be dependent on the committee assignments.

### **QUALIFICATIONS:**

Basic knowledge of computer and access to the internet. GPC certification is required for any volunteer work directly related to exam registration, eligibility, exam, and scoring procedures.

### **SUPPORT:**

Training for this position will be provided by the board or committee members. In addition, the President of the Board will be available for questions and assistance.

## **GPCI Marketing Staff Position**

### **PURPOSE:**

The position of a staff member is to serve on behalf of the Board of Directors to facilitate smooth communication between the board and GPCs. The staff person represents the agency and performs specific duties such as described below. Currently these duties are being handled under the Marketing and Stakeholder Education Guide Chair.

### Newsletter editor:

- Must have experience developing, editing and publishing newsletters, preferably online. Mailchimp experience preferred as the GPCI newsletter platform. Must have the time available to gather the information and develop the online newsletter four times a year. Time required: 15-20 hours every three months.
- News articles: must have writing experience. Volunteer time: variable depending on length of article.
- Mail list database: must have some experience working with databases. Volunteer time: 2 hours per month to update the lists.

### GPCI e-News

- Purpose of the GPCI e-News: the e-news was designed to allow the GPCI board to communicate information about the GPC regularly and effectively to GPC credential holders. The newsletter took the place of emails to the GPC list. Board members provide articles and reminders for GPCs for the newsletter. The newsletter includes the following:
  - President's Letter - updates and news directly from the GPCI President to GPC holders
  - GPC profile - information of interest about one GPC each issue
  - Items the GPCI Board wishes to ensure GPCs are informed about such as the new policies, reminders about GPC renewal, and methods of earning points toward GPC renewal through the CMP process
  - Contain a content calendar with deadlines
- GPCI e-News is emailed quarterly, starting with the first issue in October 2015.
- GPC List: Updates are made periodically that include adding new GPCs and removing those who fail to renew the credential. All those who receive the newsletter have the opportunity to unsubscribe.

### Other Newsletters and emails:

- Email communications and Newsletters to GPC prospects who have shown interest in obtaining their GPC and learning more (indicated interest at an event or on our website, taken the GPC Eligibility Survey, or through other marketing initiatives)
- Our GPC Prospect database is in MailChimp.

### REPORTS TO:

The President of the board or the chair of the Marketing and Stakeholder committee chair.



**TIME COMMITMENT:**

Most committee work is completed during normal working hours. Specific time commitments will be dependent on the committee assignments.

**QUALIFICATIONS:**

Basic knowledge of computer and access to the internet. GPC certification is required for any volunteer work directly related to exam registration, eligibility, exam, and scoring procedures.

**SUPPORT:**

Training for this position will be provided by the board or committee members. In addition, the President of the Board will be available for questions and assistance.