POSITION
Certification Maintenance Subcommittee member

POSITION FUNCTION/OVERVIEW:
The Certification Maintenance Subcommittee is part of the Certification committee. 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.

RESPONSIBILITIES:
- Review CMP application packets for completeness and compliance.
- Summarize and report results of your reviews to the committee chair in a timely fashion.
- Validate documentation for those individuals whose packets are chosen for audit.

QUALIFICATIONS:
- Grant Professional Certified (GPC) credential
- Attention to detail
- Ability to work independently
- Ability to understand and comply with ethical standards and confidentiality requirements

TIME COMMITMENT:
- Average 3 hours per month
- Committee members must serve on the for at least one year to ensure compliance with accreditation.

DRAFT 05-20-2025