

POSITION

Eligibility Guide Subcommittee member

POSITION FUNCTION/OVERVIEW:

The Eligibility Guide Subcommittee is part of the Certification committee. This subcommittee works with those interested in taking the GPC exam. They review eligibility packets for completeness and to determine eligibility to sit for the exam. They work with candidates to make sure payment is made. The committee also audits a portion of the eligibility packets.

RESPONSIBILITIES:

- Volunteers will have assignments to review a set of eligibility packets.
- Review packets against eligibility requirements for one of 2 pathways.
- Validate documentation for those individuals whose packets are chosen for audit.
- Promptly summarize results of the review as instructed.
- The work is internet-based and self-paced.

QUALIFICATIONS:

- Grant Professional Certified (GPC) credential
- Attention to detail
- Ability to work independently
- Ability to score according to a predetermined rubric, using Microsoft Excel and Adobe Acrobat Reader
- Ability to understand and comply with ethical standards and confidentiality requirements

TIME COMMITMENT:

- 1 hour / month or approximately 12 hours per year
- Committee members must serve on the for at least one year to ensure compliance with accreditation.

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