

Standing Rule #1 **Committees and Task Forces**

Next review: January 31, 2023

The CAFM Commission may create any committee or task force deemed necessary or convenient to serve its purposes, responsibilities, and function.

Committees. Committees are formed by the Commission and have continuing duties and/or responsibilities to consider and/or act on in certain matters related to the purposes of the CAFM Commission. Committees may engage non-commission volunteers who are NAFA Members in good standing, and other guests as deemed reasonable by the Commission, to carry out the work of the committees.

Task Forces. Task Forces are formed by the CAFM Commission to consider, short-term, specific matters and/or complete specific tasks related to the purposes of the Commission and not otherwise assigned to standing committees. Task Forces are temporary, must include at least one Commissioner, may and to be dissolved upon completion of their tasks.

Leadership Appointments. Members shall be appointed by the Chair of the Commission and do not require approval of the Commission and must be Commission members. Committee or Task Force members shall be appointed by the Committee chair with approval of the Chair of the Commission. Committee or Task Force members are appointed for a one-year term, and may be renewed up to 3 times at the discretion of the Commission Chair.

Confidentiality. All committee members are required to sign a confidentiality agreement annually. The Commission's staff liaison is responsible for distribution and receipt of the forms. The forms will be kept on file in the CAFM department office. Task force members who are not members of the Commission are also required to sign a confidentiality agreement before commencing service on a task force, pursuant to Policy #1.

Duties. Approved committees are named herein along with their specific purposes and responsibilities communicated in this rule, are reviewed updated annually, and may be subject to change and any time at the Commission's sole discretion. Task Force member duties shall be defined in the creation of the task force and duly communicated to its members in writing. All committee and task force members, including volunteers who are not Commissioners, are expected to abide by the CAFM Standing Rules and Policies.

Work for Hire. Any work done by an individual on behalf of the Commission, and its committees or task forces, is a work for hire and wholly belongs to, and remains without limitation, the property of NAFA.

Examination Committee

- a) **Purpose:** The CAFM Examination Committee is responsible for creating, reviewing, editing examination questions. They will make the final selection of items that comprise each test form, or approve the methodology of selection if generated dynamically. The Exam Committee is also responsible for monitoring the items in the CAFM item-bank and for retiring existing items

or recoding them to appropriate references. The Exam Committee is responsible for receiving and considering appeals related to the certification examination.

- b) **Composition:** The Exam Committee shall be composed of 6-10 subject matter experts who reasonably represent the diversity of the certificant population.
- c) **Item-Writing Conclave**
To assist in drafting proposed CAFM items on an ongoing basis and coding each item to appropriate references, the Exam Committee will convene an annual Item-Writing Conclave. It will include committee members, and other subject matter experts invited to micro-volunteer for this event, who reasonably represent the diversity of the certificant population. These item writers will receive training prior to undertaking this task, and limitations will apply to all participants prohibiting CAFM candidacy and/or CAFM prep educational leadership for not less than 3 years. Included in the training will be information on source of bias and the impact of item bias on the fairness and psychometric integrity of the exams.
- d) **Recruitment, Selection, and Terms:** The Committee is led by a chair that serves a one-year term. Each committee member is appointed for a one-year term and may be re-appointed for three consecutive terms in a non-officer position. Committee members are selected by the incoming Exam Committee Chair based on needed skills, expertise, and demographics from the nominees brought forth in an open call for volunteers.

Nominations & Appeals Committee

- a) **Purpose:** The Nominations Appeals Committee is twofold. It is responsible for receiving and considering appeals related to the certification process, if any. It is also responsible for the identification of prospective Commissioners, where the annual slate is subject to approval by the Commission.
- b) **Composition:** The Committee is comprised of five CAFM certificants in good standing.
- c) **Recruitment, Selection, and Terms:** The Committee is led by a chair that serves up to a two-year term. Each committee member is appointed for a one-year term and may be re-appointed for three consecutive terms in a non-officer position. Committee members are selected based on needed skills, expertise, and demographics from current CAFM designee members.

Professional Conduct Committee

- a) **Purpose:** The Professional Conduct Committee is responsible for investigating, deliberating, and bringing to resolution, according to the Rules and Policies, all complaints against Certificants.
- b) **Composition:** The Committee shall be composed of 6 – 10 individuals who reasonably represent the diversity of the certificant population.
- c) **Recruitment, Selection, and Terms:** The Committee is led by a chair that serves a one-year term. Each committee member is appointed for a one-year term and may be re-appointed for three consecutive terms in a non-officer position. Committee members are selected by the incoming Committee Chair based on needed skills, expertise, and demographics from current CAFM designee members.

Recognition & Engagement Committee

- a) **Purpose:** The Recognition & Engagement Committee is responsible for recognizing new designees, supporting current CAFM and CAFS designees throughout their careers, increasing overall value of the credential, and advancing increased program retention through recertification as a result of increase satisfaction.
- b) **Composition:** The Committee shall be composed of 6 – 10 individuals who reasonably represent the diversity of the certificant population.
- c) **Recruitment, Selection, and Terms:** The Committee is led by a chair that serves a one-year term. Each committee member is appointed for a one-year term and may be re-appointed for three consecutive terms in a non-officer position. Committee members are selected by the incoming Committee Chair based on needed skills, expertise, and demographics from current

CAFM designee members.

Marketing & Outreach

- a) **Purpose:** The Marketing & Outreach Committee is responsible for attracting new designees, sharing information about the value of certification including rules and policies of the program, and increasing overall awareness of the credential among potential candidates and industry employers.
- b) **Composition:** The Committee shall be composed of 6 – 10 individuals who reasonably represent the diversity of the certificant population.
- c) **Recruitment, Selection, and Terms:** The Committee is led by a chair that serves a one-year term. Each committee member is appointed for a one-year term and may be re-appointed for three consecutive terms in a non-officer position. Committee members are selected by the incoming Committee Chair based on needed skills, expertise, and demographics from current CAFM designee members.