The work of the Credentialing Steering Committee is governed by this charter, as approved by Green Business Certification Inc. (GBCI) Board of Directors. Exceptions may be made if approved by the GBCI Board of Directors.

1 Mission and Goals

1.1 Purpose
The Credentialing Steering Committee will support Green Business Certification Inc. (GBCI) Board of Directors in its strategic and visionary goals as related to professional credentialing programs developed or administered by GBCI. The committee is responsible for monitoring, reviewing, and overseeing the development, implementation, and evaluation of existing and future professional credentialing programs under GBCI. The committee will operate in full compliance with the Bylaws of GBCI.

1.2 Specific Responsibilities
Responsibilities are annual and ongoing and include the following functions as they relate to professional credentialing programs developed or administered by GBCI including, but not limited to any current or future GBCI credentials in support of LEED, WELL, SITES, PEER, GRESB and other GBCI owned and/or administered Professional Credentialing programs.

- Advise GBCI Board of Directors and staff;
- Establish and maintain schemes for all credentialing programs;
- Monitor, review, and update GBCI professional credentialing program objectives, as necessary;
- Establish and update the body of knowledge and skills required for candidates or credential holders participating in GBCI professional credentialing programs;
- Serve as a final review board for appeals to GBCI professional credentialing programs;
- Address GBCI candidate, credential holder, and volunteer ethics issues, as they arise;
- Establish policies, rules, regulations and requirements for professional credentialing programs;
- Develop and update professional credentialing maintenance programs by way of professional development and continuing education requirements;
- Support the initiative to maintain program accreditation under ANSI/ISO/IEC 17024 for GBCI’s Professional Credentialing programs;
- Identify partnership opportunities with other related professional credentialing programs and industry stakeholders;
- Provide direction and oversight to advisory groups and/or subcommittees, as necessary;

2 Credentialing Steering Committee Membership
The Credentialing Steering Committee shall fairly and equitably represent the interest of parties served by the applicable credentialing schemes. The members serving on the Credentialing Steering Committee shall include a public representative so as to assure that the credentials awarded are valuable to the public relying on them and not merely of value to those persons to be credentialled. The public representative is charged to provide an opinion that includes an outside perspective – one that is void of any conflict of interest and will have an unbiased approach. The Credentialing Steering Committee shall be comprised of no less than seven and no more than thirteen volunteer members, including the following:

1 GBCI Credentialing Steering Committee Charter
Created: August 19, 2008 by S. Dorn
Revised: February 4, 2010 by Board of Directors
Revised: December 6, 2012 by Board of Directors
Revised: January 29, 2015 by Board of Directors
Revised: August 5, 2015 by Board of Directors
Revised: December 3, 2019 by Board of Directors
Chair
Vice Chair
To achieve balanced composition, the Committee shall seek membership representing the broad industry sectors addressed by the GBCI professional credentials, as evidenced by current or previous professional experience in these areas. These members will be able to offer a relevant perspective of how these industries relate to each of the GBCI professional credentials and specialty areas. Representation by experts in each of the GBCI professional credentials is preferred but not mandatory, as the Committee may also rely on expert advisory groups to broaden its own subject matter expertise.

A Public Member who is able to offer a relevant perspective (such as that of an employer, building owner, or other industry stakeholder) and who does not hold a GBCI professional credential.

GBCI Staff Liaison (Ex-Officio, non-voting member)

Officers and other committee members will be appointed to the Credentialing Steering Committee by the GBCI Board of Directors after review by the then chair and vice chair of the Credentialing Steering Committee. All committee members have voting power, excluding the GBCI Staff Liaison. All committee members will hold at least one GBCI professional credential in good standing, excluding the Public Member and GBCI Staff Liaison, for the duration of their term.

2.1 Term Limits
The committee member term is two years in duration. Committee members may serve up to two consecutive terms, subject to the approval of the Board of Directors. Committee members must have a record of attendance at a minimum of 66% of the committee meetings during their current term to be eligible for an additional term.

Committee members may serve for an additional two years as an officer, either Chair or Vice Chair. Officer terms are one year each, with a limit of two terms as an officer. Officers are appointed by the GBCI Board of Directors. There will be no automatic succession from Vice Chair to Chair.

2.2 Officer Qualifications
• Has completed at least one term as a Credentialing Steering Committee voting member
• Has a LEED Professional or other GBCI credential in good standing
• Demonstrated leadership, time-management and organizational skills
• Has relevant technical experience
• Is able to be an objective arbiter
• Is able to devote the required time to the committee’s work
• Has relevant experience in credentialing and/or green building industries
• Is familiar with relevant GBCI policies and procedures
2.3 Officer Responsibilities
The officers will guide the committee in fulfilling the goals and objectives put forth:
• Ensure that the committee has adequate resources to carry out its mission and goals;
• Keep the committee focused on the tasks at hand;
• In partnership with the Staff Liaison, present agendas and meeting minutes to the committee;
• Chair face to face meetings, as well as conference calls;
• In partnership with the Staff Liaison, ensure that tasks are assigned to committee members and monitor progress of work;
• Work toward building consensus, trust, and productivity within the committee;
• Liaison with the CEO and Staff Liaison to work toward accomplishing goals;
• Ensure that the Committee Charter is up to date and includes current business objectives;
• Work with incoming Chair once term is over to ensure a smooth transition.

2.4 Advisory Groups
The CSC shall, at its discretion, call upon advisory groups to provide additional subject matter expertise drawn from the industry sectors and practice areas associated with a specific GBCI professional credential. The CSC shall appoint the members and chair of each such advisory. CSC advisory groups shall be created at the request of the Committee whenever additional subject matter expertise is warranted to assist the Committee in performing its responsibility for overseeing each of its credentialing schemes. In particular, advisory groups shall be formed in support of the development of new credentials when additional subject matter expertise is needed to evaluate the process and requirements of new credentialing schemes and to make recommendations related thereto to the CSC. In all cases CSC shall retain full responsibility for oversight of all aspects of GBCI’s credentialing schemes (including items such as: Job Analyses, Test Specifications, Cut Score selection and Credentialing Maintenance). Advisory groups shall be Ad Hoc, serving only for the duration required in order to fulfill the tasks requested by the CSC. There is no required number of members for any such advisory group. However, to ensure a diversity of views with appropriate expertise, a minimum of four (4) members shall be considered.

3 Operating Procedures
3.1 Meetings
Meetings will take place at a frequency and duration determined by the Committee Chair, but typically weekly or every alternate week for one to two hours each. A quorum shall be the majority of the voting members of the committee.

3.2 Communications
Written minutes will be taken at all committee meetings and approved periodic updates will be Distributed to CSC members. Aside from meeting minutes, no CSC member or group of CSC members may make public statements on behalf of the CSC GBCI without express approval from the GBCI Board or the GBCI staff member in charge of communications or credentialing programs. All CSC members shall be required to uphold both the GBCI Fiduciary Responsibility and Disciplinary and Exam Appeals Policies.
3.3 Agenda & Priorities
The agenda of the CSC shall be set by the CSC Chair with input from staff and committee members.

3.4 Relationship with GBCI Staff
Decisions and activities that have implications for GBCI staff and financial resources will be made in consultation with staff. GBCI staff shall support the work of the committee through minute-taking, record-keeping and the distribution of agendas and minutes. In addition, GBCI staff is responsible for keeping committee members informed of all new or revised policies and procedures.