

Certification Credentials Committee

General duties:

- Serve as non-voting members of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successors.

Specific duties:

- Receive from Certification Chair applications from candidates.
- Review and return applications to Certification Chair.

A suggested time-table for duties follows:

November - odd year (incoming)

- Attend the State Conference.
- Attend Certification Board meeting.
- Attend last Executive Board meeting and receive Manual and materials from outgoing committee member.

February, June

- Attend State Executive Board meeting.

November

- Attend the State Conference
- Attend Certification Board meeting and attend Executive Board meetings.

November - odd year (outgoing)

- At last Executive Board meeting turn over Manual and materials to incoming committee members.