



Dear Colleague,

Thank you for your interest in becoming a committee member for the Council for Homeopathic Certification (CHC). We appreciate your willingness to serve the CHC, if selected.

To begin the committee member selection process, please complete, scan, and email your completed Committee Member Application/Nomination form, C.V., or resume (for applicants only), and Conflict of Interest and Confidentiality Statement (for applicants only) to chcinfo@homeopathicdirectory.com. Faxed materials will not be accepted.

After thorough review of your Volunteer Application packet, a Committee Chair will let you know if you have been selected to join a committee.

If you have any questions, please contact the CHC at 866-242-3399.

Thank you for considering this exciting opportunity to expand your professional horizons and to collaborate with other homeopathy volunteers.

Warm regards,

The Volunteer Nominating Committee



CHC Committees

To help you make an informed choice about seeking a CHC committee member position, please read the following list of committees and committee descriptions.

Exam Committee

The Examination Committee is organized to oversee and coordinate all aspects of the CHC Exam preparation, pre and post-exam administration, and required psychometric reporting. The committee ensures that all aspects of each exam application process, exam administration, exam security, score reporting and subsequent statistical analyses are completed in a timely, secure, and efficient manner. The Exam Committee is responsible for assembling (developing) new forms of the examination by selecting appropriate items, adhering to examination specifications, and assessing ADA requests. Exam Committee members must be Subject Matter Experts.

Exam Committee Sub-Committees

- **Item Writing**
The Item Writing Committee is responsible for recruiting item writers, structuring, delivering and documenting training provided to items writers, and coordinating the collection of new items that pertain to the item (question) needs of the test blueprint (JA domains and tasks). Identified needs for items to meet particular domains are a priority.
- **Item Editing**
The Item Editing Committee is responsible for the careful editing of each item that will be entered into Fasttest. The committee holds responsibility for content validity and the appropriate wording of each item. Each question submitted must be carefully reviewed by the committee for currency, relevance, readability, difficulty, clarity of meaning, accuracy, sources, meaningfulness, grammar, stem and response length, and any perceived cultural ambiguity. Every question must be carefully proofread.
- **Job Analysis**
The Job Analysis subcommittee is responsible for defining and analyzing domains and tasks related to the purpose of CHC Certification, developing the job analysis survey, and forwarding the domains, knowledge, skills and task statements to the consulting company for distribution to the homeopathic community. The Job Analysis committee is responsible for overseeing the analyses of the results and publishing a summary of the study. The CHC Board of Directors will follow NCCA best practice to develop and conduct a new job analysis at least once every five years.

Public Relations/Social Media Committee

The Public Relations/Social Media Committee leads proactive communication strategies, presents the organization mission, vision and objectives to offer CCH practitioners and the public a clear indication of the organization and what it stands for. The Committee educates the public about the benefits of certification through the distribution of CHC promotional materials. The Committee also reviews and monitors all public relations activities of the CHC, including CHC Social Media activities.

Continuing Professional Development Committee

The Continuing Professional Development Committee is convened as appropriate to review and recommend recertification process revisions to the Board of Directors.



VOLUNTEER APPLICATION/NOMINATION FORM

Applicant Name: _____

Email/phone contact: _____

Committee(s) of Interest: _____

OR

Nominee Name: _____

Email/phone contact: _____

Committee(s) of Interest: _____

Applicants: *(Please include a C.V. or resume with your application)*

Please describe your interest in volunteering and what qualities you would bring to the CHC as a member of a CHC committee:

Are you able to attend meetings on a regular basis?

☐ Yes

☐ No

Do you have the ability to make decisions based on facts versus emotion?

☐ Yes

☐ No

Nominators:

Detail the reasons you are nominating the named individual by answering the following:

How long have you known the candidate? _____

In what capacity do you know the candidate? _____

What qualities do you believe the candidate would bring to the CHC as a member of a CHC committee?

Do you believe that the candidate would attend meetings on a regular basis?

☐ Yes

☐ No



Do you believe that this candidate has the ability to make decisions based on facts versus emotion?

☐ Yes

☐ No

Do you have any other comments on this candidate's behalf? (use an additional page if necessary)

Signature: _____ Date: _____



CONFLICT OF INTEREST AND CONFIDENTIALITY STATEMENT

It is in the best interest of The Council for Homeopathic Certification to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy governs the activities of the board directors, officers, and volunteers of the Council for Homeopathic Certification. It is the duty of all board members, staff, and volunteers to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of conflicts and to disclose those situations/conflicts/or potential conflicts to the Executive Director and/or the President of the Council for Homeopathic Certification. This policy provides guidelines for identifying conflicts, disclosing conflicts and offers a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in The Council for Homeopathic Certification's operations.

1. Conflict of Interest Defined

A conflict of interest arises when a board member, contractor, or volunteer has a personal interest that conflicts with the interests of the Council for Homeopathic Certification or in situations where a board member/independent contractor/volunteer has divided loyalties, also known as duality of interest. This can result in situations that result in inappropriate financial gain to persons in authority at The Council for Homeopathic Certification which can lead to penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in the Council for Homeopathic Certification's decision-making process. Both situations result in damage to the Council for Homeopathic Certification and are to be avoided. A person with a conflict of interest is referred to as an "interested person."

- a) An "Interested Person" is any person serving as an officer, independent contractor or member of the Board of Directors of the Council for Homeopathic Certification or a major donor to the Council for Homeopathic Certification or anyone else who is in a position of control over the Council for Homeopathic Certification who has a personal interest that is in conflict with the interests of the Council for Homeopathic Certification.
- b) A "Family Member" is a first, second or third degree relative of an interested person: this includes a spouse/partner, parent, child, brother, or sister; an uncle, aunt, nephew, niece, grandparent, grandchild or half-sibling; a first cousin, great-grandparent or great- grandchild, respectively, including spouse/partner of listed relatives.
- c) A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an



Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.

- d) A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to The Council for Homeopathic Certification is not a Contract or Transaction.

2. For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a) A director, officer, independent consultant, or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with The Council for Homeopathic Certification for goods or services.
- b) A director, officer, independent contractor, or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between The Council for Homeopathic Certification and an entity in which the director, officer, or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c) A director, officer, independent contractor, or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with The Council for Homeopathic Certification.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the nonprofit. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in the nonprofit.

Gifts, Gratuities and Entertainment: Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of The Council for Homeopathic Certification.

3. Procedures

For each interest disclosed, the Executive Director or the President of the board, or the Executive Committee as appropriate, will determine whether the organization should:

- a) take no action or
- b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or
- c) refrain from taking action and otherwise avoid the conflict.

In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.

4. Procedures to Manage Conflicts

- a) Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or



committee member having a Conflict of Interest shall disclose all facts material of the Conflict of Interest, in writing, to the Executive Board at the monthly meeting. Such disclosure shall be reflected in the minutes of the meeting. If committee members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by that member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

- b) Executive Director will monitor proposed or ongoing transactions of the organization (e.g., contracts with vendors and collaborations with third parties) for conflicts of interest and disclose them to the Board and staff, as appropriate, whether discovered before or after the transaction has occurred.
- c) An Interested Person shall not participate in or be permitted to hear the board's or committee's discussion nor vote on the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d) In some cases, the person with the conflict may be asked to recuse him/herself from sensitive discussions so as not to unduly influence the discussion of the conflict.
- e) An Interested Person may not vote on the Contract or Transaction and shall not be present when the vote is taken. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of The Council for Homeopathic Certification has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

Once a conflict is managed the outcome will be documented in the minutes of the meeting.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the Executive Director or President of The Council for Homeopathic Certification, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy. Board members, Officers, Independent Contractors, and Volunteers will annually disclose and promptly update any disclosures previously made to the Executive Director or President on a Conflict of Interest form.



Affirmation and Disclosures (Applicants only)

Name: _____

Position (Board Member, Officer, Independent Contractor, Volunteer):

I affirm the following:

I have received a copy of the CHC conflict of interest. (initial) I have read and understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

DISCLOSURES

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a potential conflict of interest between The Council for Homeopathic Certification and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict(s) of interest to report (Please specify other nonprofit and for-profit boards you or your spouse/partner sit on. Please specify any for-profit businesses for which you or an immediate family member are an owner, officer, director, or hold a majority financial interest in):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of The Council for Homeopathic Certification.

Signature: _____ Date: _____