

**Role:**

The ORCEMS Sub Committee oversees and manages the Oregon Certified Emergency Management Specialist (ORCEMS) program.

**Title:**

ORCEMS Sub Committee

**Purpose:**

The ORCEMS Sub Committee is part of the Professional Development Committee and is in place to oversee and manage the Oregon Certified Emergency Management Specialist program. The committee assures that the program remains a valuable component of the Association and supports the Association's vision, mission and goals.

This committee will support and facilitate the professional development of Association members through the establishment, maintenance, and management of the Oregon Certified Emergency Management Specialist (ORCEMS) professional certification program.

**Responsibilities:**

- Update current certification list
- Notify existing members of renewal timelines
- Maintain annual certification and re-certification process
- Review and render timely decisions regarding applications

**Skills Required:**

- Listens to membership and communicate any issues or needs to the Executive Board
- Identifies potential problems and opportunities
- Interest in participating
- Member in good standing
- ORCEMS certified
- Commitment to attend and participate in membership meetings

**Committee Membership**

All sub-committee members are volunteers and serve equally with one committee vote. Sub-committee positions will include general members.

**Application for Appointment**

The Professional Development Committee Chair is charged with formulating and presenting a slate of potential committee members to the Professional Development Committee for approval. In order to be considered for the committee, applicants must hold and keep current a valid ORCEMS certification themselves.

**Orientation**

The Professional Development Committee Chair is responsible for providing an orientation to sub-committee members. Orientation topics may include, but are not limited to, the rules and responsibilities of the committee and current work plan expectations.

**Committee Meetings**

The Committee will meet at least twice annually. All meetings will be announced at least 30 days in advance. Some issues may require prompt or immediate action by the committee. In such cases, committee business may be conducted by mail, email, or telephone.

Any member who misses two meetings without prior excuse by the Professional Development Chair may be relieved of their position on the committee.

**Quorum**

A quorum for any committee is a simple majority of committee members present.

**Voting**

In order for any committee action or resolution to pass, a vote of a simple majority of those members present is required.

**Organizational Structure and Authority**

The ORCEMS Sub Committee reports directly to the Chair of the Professional Development Committee. The Professional Development Committee serves as the final oversight body for the program and bears ultimate responsibility.