



CC-P® Board Charter

Purpose of this Charter

To articulate high-level guidelines and procedures for how the CC-P® Board will serve as the member-driven governance board for the Certified Climate Change Professional® (CC-P®) credential. This charter is designed to be used in conjunction with the ACCO Code of Ethics & Standards of Professional Conduct, and other designated/published ACCO governing documents.

Guiding Principles

- We understand that the profession of climate change officer has been in existence for a few isolated sectors for some time but is new and emerging for most sectors. We also understand that the profession of climate change encompasses different titles and positions in organizations and that our organization will need to be alert and flexible in order to support and advise the profession, its credentialing and its advancement as it evolves across sectors and industries.
- We operate from a consensus point-of-view which does not mean 100% unanimous, and are designated to advance the status of the CC-P® credential and provide guidance to ACCO staff on disciplinary actions.
- We understand that CC-P professionals come from various backgrounds, and will consider the impact of our decisions to the broader group to most effectively advance the climate change officer profession and the CC-P® credential.
- We understand that there are under-represented individuals and communities around the world both impacted by climate change and within the climate change workforce. We will specifically address the vision and principles of the ACCO Equity & Inclusion Charter (<https://climateofficers.org/equity>) and remain committed to identifying explicit opportunities that recognize, uplift, and directly support these individuals and communities through our efforts as a board leading the CC-P® community of practice.

Definition of the Profession

The climate change professional has undertaken formalized training and has developed knowledge of climate-related risks and opportunities for an organization, its operations, supply chain, products, critical resources, services and key stakeholders impacted, and is a critical human capital resource to design and implement climate change strategies and programs that ensure near- and long-term organizational success.

Relationship of the CC-P® Credential to ACCO's Mission & Vision

The mission of ACCO is to define, develop and support the functions, resources, and communities necessary for effective organizational leadership in addressing climate-related risks and opportunities.

The CC-P® Board is committed to helping ACCO achieve this mission and vision by advising the ACCO board and staff on continuously improving its credentialing activities to gain acceptance as the gold standard for climate change competencies, ensure the integrity of the program and increase the demand for qualified climate change professionals in the public and private sectors.

The key responsibilities of the CC-P® Board are as follows:

- Evaluate credentialing program administration, tools for more effective program implementation, and provide feedback to ACCO staff;
- Establish and implement a recurring process for reviewing credentialing program requirements and making recommendations to ACCO staff regarding updates to those requirements;
- Establish and implement processes and guidelines related to the Code of Ethics and Professional Standards of Conduct;
- Maintain strict confidentiality of all ethics and disciplinary cases unless otherwise required by law; and
- Serve as an ambassador in public forums to promote the CC-P® credential and represent the CC-P® community of practice.

Membership in the CC-P® Board

Members of the CC-P® Board must maintain an active ACCO membership and must maintain the currency of their own CC-P® credential. The term length for a board seat is a minimum of 2 years and a maximum of 3 years, and each Board member may sit for up to six consecutive years. After six consecutive years, the board member is required to step off the board for at least two years and may rejoin in the future.

A “CC-P® Emeritus” or similar designation will be established for CC-P® credential holders that have retired who are not able to fulfill the maintenance requirements of the CC-P® credential. The CC-P® Board Governance and Credentialing Committees will be responsible for establishing guidelines and eligibility for this designation.

The board will maintain a minimum size of 13 and a maximum of 25. Quorum for any meeting will be majority participation of the overall board.

Election to the CC-P® Board

Any active ACCO member that is a CC-P® credential holder in good standing (or a designated CC-P® Emeritus) may join the Board through any of the following actions:

- Appointment by ACCO’s executive director;
- Nomination by the CC-P® Board Governance Committee (with support from at least two-thirds of the subsequent vote from the overall CC-P® Board); or
- Selection through an annual vote by CC-P® credential holders – the guidelines for which will be established by the CC-P® Board Governance Committee.

An individual CC-P® credential holder with active membership status can be nominated for the annual vote by submission of an online form in which at least 3 CC-P® credential holders in good standing that are active ACCO members have separately submitted nominations of that individual.

The CC-P® Board will take into consideration the ACCO Equity & Inclusion charter in seeking member nominations and/or appointing nominees.

Renewal terms of CC-P® Board members are subject to the appointment and election process.

Removal from the CC-P® Board

A CC-P® Board member may be removed from the CC-P® Board at the recommendation of the CC-P® Board Chair or ACCO's Executive Director after being notified at least one Board meeting prior to a vote, and after a subsequent vote (with quorum participation) takes place to remove the Board member at the next Board meeting. Valid reasons for terminating Board service include the following:

- Failure to perform key board member duties and responsibilities to the best of one's ability or to adhere to the requirements and guidelines of this charter;
- Violation of the ACCO Code of Ethics and Standards of Professional Conduct; or
- Failure to maintain good standing of that individual's CC-P® credential and/or membership in ACCO.

If an unexpected vacancy occurs for any CC-P® Board Director position before the full term is served, the Chairperson, with the support of ACCO's Executive Director, will appoint a member in good standing to fill the vacancy.

Key Responsibilities & Duties for all CC-P® Board Members

Key Responsibilities (way to desired outcomes)	Key Duties (non-negotiable)
<ul style="list-style-type: none">● Proactively advocate for and promote the CC-P® credential as an ambassador and role model for the credentialing program.● Contribute as necessary and appropriate to all CC-P® Board strategic planning discussions during and between meetings.● Focus on at least one board committee to develop a deep understanding and engagement in a priority focus area.● Actively engage in the Board's role to give firm strategic direction on advancing the CC-P® credential to ACCO leadership.	<ul style="list-style-type: none">● Safeguard the reputation and values of ACCO and the CC-P® credential.● Actively and constructively participate in CC-P® Board and assigned committee meetings (in-person and virtual).● Actively and constructively participate in all mandatory CC-P® Board meetings to the best extent possible.● Actively and constructively participate in at least one CC-P® Board Committee● Participate in all board votes and respond to requests for guidance (including abstaining in the event of a conflict of interest).

The CC-P® Board Credentialing and Governance Committees will jointly establish the value of CC-P® maintenance requirements satisfied through service and participation on the CC-P® Board.

Processes and guidelines pertaining to the CC-P® Board are as follows:

- The CC-P® Board will have 3 officers: chairperson, vice-chairperson and secretary. CC-P® officers' terms will rotate on an annual basis. CC-P® Board officers may only serve two consecutive one-year terms in the same role. The officers are selected by the members of the CC-P® Board on an annual basis. The officers' roles are defined as follows:
 - **Chairperson:** Responsible for meeting agenda and conducting meetings.
 - **Vice-chair:** Supports agenda development; coordination with committee chairs; fills in for chair as needed.
 - **Secretary:** Responsible for reviewing meeting minutes, dissemination of materials, meeting notifications.
 - Chair, vice-chair and secretary serve as the CC-P® Board executive committee.

- **ACCO Executive Director + Staff:** Provides ongoing agenda, minutes and committee support and meeting facilitation as needed.
- **Committee Chairs:** Responsible for committee meeting agendas, facilitating committee meetings, articulating committee goals, measuring progress toward committee goals, approving committee meeting notes, reporting to the CC-P® board and coordinating with ACCO team and other board committee chairs as appropriate.
- Volunteer members of the CC-P® Board will be CC-P® credential holders in good standing (or designated CC-P® Emeritus in good standing) that are current individual or organizational ACCO members and that best meet the following characteristics:

Characteristic	Essential Qualities	Desirable Qualities
Abilities	<ul style="list-style-type: none"> ● Work well with people individually and in a group ● Process different pieces of information and be able to draw useful insights and conclusions 	<ul style="list-style-type: none"> ● Listen, analyze, think clearly and creatively ● Engage to open doors in the community
Work Ethic and Ambition	<ul style="list-style-type: none"> ● Prepare for and attend board meetings ● Ask questions, take responsibility and follow through on a given assignment 	<ul style="list-style-type: none"> ● Mentor other climate change professionals
Development of Key Skills	<ul style="list-style-type: none"> ● Cultivate and solicit new CC-P® credential holders and employers adopting the CC-P® as a preferred qualification ● Cultivate and recruit board members and other volunteers 	<ul style="list-style-type: none"> ● Propose and develop advancement opportunities for the CC-P® credential ● Learn more about peer credentialing activities to inform ACCO’s efforts
Values	<ul style="list-style-type: none"> ● A concern for ACCO’s development and the advancement of the climate change professional ● Support ACCO’s mission, vision, and guiding principles ● Maintaining professional reputation ● Honesty and personal integrity ● Sensitivity to and tolerance of differing views ● Handle conflict constructively focusing on the issue, not the individual 	<ul style="list-style-type: none"> ● A friendly, responsive, and patient approach ● A developed sense of values ● Providing thought leadership on climate change and sustainable development

CC-P® Board Committees

The following committees of the CC-P Board will be responsible for developing and advancing board-level initiatives for CC-P® Board discussion and adoption.

- **Credentialing:** Conducts periodic review of CC-P® credentialing program requirements, implementation tools and prospective new credentialing.
- **Ethics:** Responsible for overseeing updates to the Code of Ethics and Standards of Professional Conduct and all ethics and disciplinary cases. Develops recommended processes for filing and review of ethics violations, to include disciplinary processes/options.
- **Governance:** Establish guidelines for board nomination, conduct nominations, board member conduct and general governance.
- **Advocacy:** Develops strategies and facilitates implementation for outreach to policymakers and organizational bodies to drive demand for the CC-P® Credential. Provides guidance to ACCO staff on messaging and materials used to market and promote the CC-P® Credential.

Each committee will identify a chairperson responsible for meeting agenda, facilitating discussion committee members, leading committee meetings, coordinating with ACCO staff and presenting committee recommendations and briefing materials to the broader CC-P® Board.

Amendments to this Charter

This CC-P® Board Charter can be amended at any CC-P® Board meeting through a two-thirds vote conducted through the CC-P® Board Dashboard or through 100% vote participation in a CC-P® Board Meeting. Amendments to this charter may not be in conflict with ACCO's Code of Ethics and Standards of Professional Practice, ACCO's Governance Charter and ACCO's Equity and Inclusion Charter.