



Terms of Reference 2020 **EFA Certification Committee**

What is EFA Certification?

At EFA, our mission is to strengthen and develop fundraising across Europe and our Certification scheme – the first European qualification framework for fundraising - is a core part of that work programme.

EFA Certification is the name given to the programme of recognition of formal training programmes (courses) supported by national fundraising organisations that are members of the European Fundraising Association (EFA). Within the scheme educational providers will develop learning programmes that will be recognised by individual EFA members and recommended by them for EFA Certification by the EFA Certification Committee.

Courses and delivery modes will vary, but will cover the material expressed by the EFA Certification handbook and will conform with other broad requirements to ensure consistency of standards across the participating countries to reflect local needs.

The EFA Board will ratify local recognition and will validate programmes leading to EFA Certification; thus providing assurance of quality, consistency, relevance, value and credibility of the learning programme and its resultant qualification.

EFA Certification is awarded for a period of three years upon payment of an annual licence fee. Defaulting on the payment of the licence fee automatically revokes the Certification. The licence fee can be paid annually or in one instalment covering the total due for three years.

The EFA Certification Committee

The EFA Certification Committee, established by the EFA Board, is responsible for undertaking the certification process. Its members are appointed by decision of the EFA Board.

The EFA Certification Committee consists of no fewer than 5, and a maximum of 8 members:

- 1-2 EFA Board members
- 2-3 academic experts active in professional, vocational or higher education with a focus on fundraising
- 2-3 representatives of national fundraising bodies

In case of a split decision, the casting vote will be the vote of the Chair of the Certification Committee.

The regular term of office is two years with a maximum of three terms of office. A system of progressive departures will be implemented to ensure stability in the Committee. Where possible, the Committee will conduct its business remotely via conference calls. In order to guarantee the best possible interaction with the EFA Board, the Chair of the Certification Committee will be a Board member.

A quorum will consist of 3 EFA Certification Committee members.

Members of the Certification Committee will be appointed by the Board of EFA. EFA members and the Certification Committee will be asked to suggest suitable candidates. It is also possible for individuals and other organisations to put forward recommendations for potential candidates.

Regulations of the EFA Certification Process

The EFA Certification Committee carries out the Certification process on receipt of the initial application for EFA Certification, and two months in advance of the expiry of the three-year period of Certification for subsequent applications for Re-Certification.

EFA receives applications from a national fundraising body which is a member of EFA. All formalised communication and payment within the EFA Certification Process are exclusively dealt with through the national fundraising bodies. Fundraising training providers cannot apply directly to EFA.

The EFA Board delegates the Certification process to the EFA Certification Committee, which in return submits its recommendations on each application to the Board. The EFA Board makes a decision on the basis of these recommendations.

All queries or complaints are referred to the EFA Board, whose decision is final.

The working language of the EFA Certification Committee being English, all documents submitted must be translated into English. Certification Committee members will receive electronic copies of the application documents.

Role of the EFA Certification Committee

The roles of the EFA Certification Committee are:

- reviewing and updating EFA Certification processes and documentation on a periodic basis
- evaluating EFA Certification applications and making recommendations to the EFA Board for approval
- meeting online and in person 4-6 times a year to deal with EFA Certification business

- Certification Committee members are expected to participate in most Committee meetings and engage in the activities of the Committee
- organising and attending the EFA Certification Symposium
- contributing to the process of identifying and recruiting committee members

The EFA Certification Committee will agree meeting schedules approximately 3 months in advance

EFA Certification Committee members are volunteers. Reasonable travel costs incurred by members of the EFA Certification Committee in the exercise of their functions will be met within the cost structure of the EFA Certification licence fee.

The Role of the EFA Certification Committee Chair

The EFA Board appoints a Chair of the EFA Certification Committee. The roles of the Chair are:

- leading the process of the ongoing review of these present terms of reference
- proposing a structure for the inspection and monitoring of applications
- reviewing the work and engagement of committee members