

# CCHP Task Force

2023/2024

## CHARGE

The CCHP Task Force develops CCHP exam questions, study materials and resources, promotes the credential across the industry, and assists in policy recommendations. Volunteers of this task force must hold the CCHP designation.

## COMPOSITION

Committee chairs and co-chairs are selected by the CHPA leadership. All task force members shall belong to a member company in good standing. The composition of the committee should be a diverse range of representation of the CHPA membership (membership type, revenue ranges, geographic locations) and those who currently hold the CCHP designation. Task force members must act in the best interest of CHPA and in the CCHP program and designation.

## TERM

March 2023-February 2024

## TIME

2-3 hours per month

## STRATEGIC FRAMEWORK SUPPORT

The Board of Directors guides CHPA via a Strategic Framework which allows CHPA to be nimble and agile in program and services development and delivery. Task forces support a variety of objectives and action steps within the Strategic Framework. Below are the objectives this task force supports.

- Increase recertification percentage of CCHP to 85%.
- Increase number of accredited companies to 45.
- Create/update 30 exam questions for a new CCHP exam to launch in 2024.

## RESPONSIBILITIES AND ONGOING TASKS

- Ongoing
  - Review current Industry Terms and make recommendations to the Board of Directors for additions and changes.
  - Review current policies related to the CCHP program and make recommendations for changes to the Board of Directors.
  - Develop study resources for current candidates.
  - Participate in meetings throughout the year, typically held virtually.
- Participate in and encourage other CCHPs, and relevant industry employees to participate in the Job Task Analysis (JTA) to revise the current exam structure.
- Write items (questions) for the exam.
- Create a CCHP study guide based on a new exam structure as defined by the JTA.
- Other duties as assigned by the Board of Directors

**STAFF LIAISON**

Nick Estrada, CAE, CMP, Deputy CEO

**STAFF RESPONSIBILITIES**

- Maintain task force roster.
- Schedule task force meetings, work with chair(s) to develop agendas and complete meeting minutes.
- Provide support to the task force throughout the year including data, historical context and any other additional information needed to allow the task force to make informed recommendations.
- Provide broad-level perspectives of CHPA programs, services and initiatives which may impact the discussions of the task force.

**IMPACT**

Task force members will have the opportunity to provide influence and direction to the only credential program for the Corporate Housing and Serviced Accommodation industry. Task force members will assist in the creation of resource documents which help establish common knowledge across the industry. Additionally, they will expand their professional network.