

	CREATION DATE February 15, 2012	DATE REVISED May 20, 2018
	POLICY AREA / CATEGORY	DATE APPROVED / EFFECTIVE DATE March 01, 2018
POLICY TITLE SUBCOMMITTEES	VERSION	DATE REVIEWED July 25, 2021

**SUMMARY & PURPOSE:**

This policy exists to support the structure and governance of subcommittees and other non-Certification Council entities that are part of the work of SSH Certification.

**DEFINITIONS:**

None

**POLICY:**

- The standing subcommittees and entities for SSH Certification shall consist of the following:
  - CHSE Subcommittee
  - CHSOS Subcommittee
  - CHSE-A Subcommittee
    - CHSOS-A Subcommittee
  - Equivalency Subcommittee
  - Working Groups/Task Forces as assigned (based on work needed to be completed)
    - The composition, duties, and expected work for each is described in the Overview of Roles, Requirements, and Duties for the SSH Certification Council and approved by the Certification Council.
    - Any change in subcommittees (e.g., size, composition, or named subcommittees) shall be modified through a simple majority vote of the Certification Council.

**SCOPE/APPLICABILITY:**

This policy shall apply to all subcommittee and entities for SSH Certification.

**PROCEDURES TO ENSURE COMPLIANCE:**

- SSH staff shall be responsible for monitoring all work and governance to support SSH Certification functions.
- Certification Council leadership shall be advised as needed of process and/or changes that may be needed.

**SUPPORTING/REFERENCE DOCUMENTATION:**

- Overview of Roles, Requirements, and Duties for the SSH Certification Council
- SSH Organizational Chart

**RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:**

- None

**ASSOCIATED NCCA STANDARD(S):**

- 2

**POSTED PUBLICLY: YES**