

# Call for 2024 Leadership: Public Members

The role of the Public Member is to champion the public or consumer interest; bring forward new ideas and goals; contribute an unbiased perspective; encourage consumer-oriented positions; and bring additional public accountability and responsiveness. The Public Member should have a track record of advocacy on behalf of the public interest, have a basic understanding of credentialing and accreditation, and have previous experience serving on the governing or advisory board of a business, religious or civic organization, or similar entity. **The Public Member will not be: a certification organization employee or Board member (except Public Members serving on Boards), or a vendor/consultant to certification organizations. Non-members are eligible to serve.**

If you are interested in sharing your leadership, vision, and expertise to make a positive impact on the future of credentialing, please email the following materials to [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org) by **August 7, 2023**:

1. Current CV and Biography
2. Completed Leadership Application (provided below)
3. Responses to questions listed below (please provide responses in a separate document)

It is important to I.C.E. that all individuals are able to easily apply for a leadership position. Please email I.C.E. staff at [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org) identifying any accommodations or requirements you may need in the application process.

## 2024 Public Member Leadership Positions

A description of each position is provided in this packet after the leadership application.

### OPEN APPOINTED POSITIONS

Available Positions	Position Name	Initial Term Length
1	NCCA Public Member	2 years
1	Accreditation Services Council (ASC) Public Member	3 years

### NOMINATION PROCESS

Applications for appointed positions are shared and reviewed by members of the NCCA or ASC, who conduct the interviews and appointments. By submitting an application, individuals applying for an appointed position agree their application materials can be shared with the members of the corresponding ASC or NCCA.

Applicants should plan to participate in a 30-minute interview hosted on Zoom with members of the NCCA or ASC in August or September 2023.

### NOTIFICATION PROCESS

Candidates will be notified of the results in October 2023. The results will be announced publicly in December 2023 and terms begin on January 1, 2024.



## Call for Leadership Application

Select up to two positions and rank them by your preference. To rank the positions, insert the number 1 or 2 in the blank space before each position, with number 1 being your top choice.

### Appointed Positions

\_\_\_ NCCA Public Member

\_\_\_ Accreditation Services Council (ASC) Public Member

### Contact Details

Applicant Full Name and Credentials: \_\_\_\_\_

Occupation and/or Organization Affiliation, if any (no acronyms): \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Please attach a bio and CV along with responses to the following questions (300 word limit per question):

1. What are your reasons for wishing to volunteer in the role(s) for which you are applying?
2. What qualifications and experiences relevant to the role(s) for which you are applying would you like to highlight (e.g., leadership or strategic thinking, experience with accreditation standards, industry trends)?
3. Do you have a potential conflict of interest in your current professional role or another volunteer role that could affect your capacity to serve in any of the positions for which you are applying? If so, please disclose.

By signing below, applicants agree to the terms above and below, including but not limited to:

- Being available for a 30-minute virtual interview with members of the corresponding I.C.E. body for which they are applying in August/September 2023
- Acknowledging and understanding the time commitment, term length, and responsibilities required to fulfill the applied-for position(s)
- [I.C.E. Diversity, Equity & Inclusion Statement](#) – reading, acknowledging, and agreeing to incorporate these concepts and awareness into the work of the group for which you plan to serve.

Name of Applicant (Print) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please email all required materials to [info@credentialingexcellence.org](mailto:info@credentialingexcellence.org) by August 7, 2023.



## Position: NCCA Public Member

**Term: 2 years (maximum of three consecutive terms); elected by NCCA**

### Responsibilities:

- Represent the direct and indirect users of certificants' skills/services
- Effectively advocate for the public
- Be familiar with certification processes
- Contribute to defining the NCCA mission and policies and procedures
- Carry out the functions assigned as a Commissioner as delineated by the Commission consistent with the bylaws, policies, and procedures
- Consistently apply NCCA Standards to evaluation of new and renewal accreditation applications and/or appeals

**While it is preferred that the NCCA Public Member have knowledge of the professional certification industry in order to fulfill these duties, he or she should not be a current member of the profession.**

### Specific Tasks:

- Review NCCA accreditation applications and compliance plans from certifying organizations for their certification program(s), against NCCA Standards for the Accreditation of Certification Programs, using NCCA online system, Standards, and resources
- Come to all meetings prepared to contribute to the discussion of issues and business to be addressed having read the agenda and all background support materials relevant to the meeting
- Make recommendations and vote on accreditation decisions
- Provide input on Commission decisions
- Answer questions about NCCA accreditation as they relate to NCCA Standards and NCCA Policies and Procedures
- Represent NCCA at the request of the I.C.E. Executive Director, the NCCA Chair, or the Commission as a whole
- Review documents and correspondence generated by or on behalf of the NCCA
- Prepare articles and reports as needed
- Follow all NCCA policies and procedures
- Perform other related duties as required

### Time Commitment:

- Attend 3 meetings a year (typically 1 virtual and 2 in-person), two days in length. Travel-related expenses and



meals are covered, including cost to attend the I.C.E. Exchange.

- Participation in virtual meetings scheduled as needed (approximately monthly)
- Preparation for meetings, including review of assigned applications for NCCA accreditation, includes:
  - Approximately 2-3 hours per application x 10-15 applications x 3 times a year; plus
  - 1 hour to read meeting materials/agenda x 3 meetings a year; plus
  - 1 hour reviewing compliance plans monthly
- Spend 1-2 hours monthly reviewing email correspondence and materials for monthly virtual meetings
- Complete or participate in periodic subcommittee work as assigned

Desired Characteristics/Skills:

- Experience and/or knowledge of the professional certification industry
- Knowledge of accreditation standards
- Analytical
- Thorough
- Follow-through on commitments and strong deadline orientation
- Team player and consensus builder
- Strong attention to detail
- Discreet, thoughtful in handling sensitive/confidential matters
- Strong interpersonal skills
- Good verbal and written communication skills
- Excellent reading comprehension
- Conscientious

## **Position: Accreditation Services Council Public Member**

### **Term: 3 years (maximum of two consecutive terms); appointed by ASC**

The Accreditation Services Council (ASC) is established as a standing committee of the Institute for Credentialing Excellence (I.C.E.). The ASC is empowered by the I.C.E. Board of Directors and I.C.E. Bylaws to oversee I.C.E. Accreditation Services Components as defined in the I.C.E. Bylaws.

Through the ASC, I.C.E. offers a portfolio of accreditation services (I.C.E. Accreditation Services Components) to meet the needs of members and stakeholder groups. The ASC is tasked with addressing strategic issues related to accreditation, accreditation processes, and policies related to I.C.E. Accreditation Services Components. The ASC does not make accreditation decisions.

For further information on roles and responsibilities, please refer to the ASC Charter, available [here](#).

#### **Responsibilities**

- Champion the public or consumer interest
- Bring forward new ideas and goals
- Contribute an unbiased perspective
- Encourage consumer-oriented positions
- Bring additional public accountability and responsiveness

#### **Desired Characteristics**

The Public Member should have:

- a track record of advocacy on behalf of the public interest
- a basic understanding of credentialing and accreditation
- previous experience serving on the governing or advisory board of a business, religious or civic organization, or similar entity

**The Public Member will not be a certification organization employee or Board member (except Public Members serving on Boards), or a vendor/consultant to certification organizations.**

#### **Time Commitment:**

- Participation in monthly virtual meetings (1 hour a month)
- Spend 1 hour a month reviewing email correspondence and materials for monthly virtual meetings
- Participation in periodic subcommittees, about 1 hour a month