

# I.C.E. Board Director, Public Member Representing the Public Interest

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## Term

- 3 years, Elected (maximum of two terms)

## Position Specifications

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.**

## About the I.C.E. Board

The I.C.E. Board seeks leaders with the following characteristics:

- Credentialing experience
- Executive/Leadership experience
- Critical, strategic, and innovative thinking
- Diversity of thought (ability to engage in discussions supporting differing viewpoints, considering and discussing viewpoints of those not represented, and comfortable sharing dissenting opinions)
- Knowledge of/experience with accreditation standards
- Experience with organizational growth
- Experience with research and/or government affairs/legislative experience
- From an underrepresented demographic and/or sector, in I.C.E. membership and current Board composition
- Experience in integrating AI and new technologies into organizations.

## Position Responsibilities and Expectations

The I.C.E. Board of Directors has been engaged in a multi-year examination of the [future of credentialing](#), and has built a culture of foresight by examining foresight topics at each meeting. Candidates for board positions might consider getting acquainted with the many resources produced by I.C.E.: [I.C.E. > Resources > Future of Credentialing](#)

### Governance

- Review and understand the I.C.E. Bylaws, policies and procedures, and strategic priorities.
- Learn and understand the Policy Governance® model and follow the policies and procedures as noted.
- Assist officers in oversight of the management and direction of I.C.E.
- Provide input and vote on board decisions.
- Be guided by the I.C.E. mission in all policy decisions.
- Support all actions taken by the board, even when in a minority position on such actions.
- Observe parliamentary procedures and display courteous and professional conduct in all board meetings.

### Engagement

- Commitment to board responsibilities and the credentialing community.
- Introduce membership needs and suggestions to the Board of Directors.
- Assist in locating and developing funding sources for I.C.E.
- Sign and abide by the Conflict of Interest and Confidentiality statement.
- Respect the opinions of peers and leave personal prejudices out of all meeting discussions.
- Maintain the confidentiality of board discussions.
- Always represent I.C.E. in a positive and supportive manner.
- Perform tasks as assigned by the Chair and/or Board of Directors.
- Be willing to serve on a subcommittee of the Board of Directors (e.g., Finance or Governance).
- Review and respond to all action and information requests from I.C.E.
- Serve as a resource to the I.C.E. staff, committees, and other Board members.

### Attendance

- Attend all scheduled meetings of the Board of Directors (virtual attendance is not permitted for in-person meetings) and be prepared to actively participate and fully engage during the meetings.
- Attend I.C.E. events when possible.

### **Time Commitment**

Serving on the Board includes the following time commitment for attending meetings.

- Attend two (2) in-person meetings a year: one in Washington, D.C. (typically 2 days), the second at the location of the I.C.E. Exchange (1 day).
  - All elected I.C.E. Board Members are required to attend the in-person I.C.E. Board meeting held directly preceding the I.C.E. Exchange, October 19-22, 2026, in Providence, RI and subsequent I.C.E. Exchanges.
  - If elected, I.C.E. will cover the cost of travel and accommodations for the night(s) of the scheduled meeting dates. A board orientation will be held virtually beforehand and in-person at the Exchange.
- Participate in five (5) Board conference calls throughout the year: 60 - 90-minute meetings with 1 hour preparation time (10 - 12 hours).

- Serve on a board subcommittee, requiring approximately seven (7) additional virtual meetings: 1 hour meeting with 1 hour preparation time (14 hours).