

I.C.E. Board Director, At-Large Representing an Accredited Organizational Member or an Organizational Member

Term

- 3 years, Elected (maximum of two terms)

Position Specifications

- 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)

I.C.E.'s Board of Directors has highlighted perspectives that it believes are underrepresented in its current composition. Though not required, the board is hopeful that individuals who meet all or some of the following criteria will apply:

- Knowledge of/experience with accreditation standards
- International experience
- 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 with organizational growth

Position Responsibilities and Expectations

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, November 17-20, 2025, in Phoenix, AZ 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).