

Accreditations Services Council (ASC) Program Representative (representing organization with credentialing programs currently accredited by the NCCA and/or ACAP)

Term

3 years, Appointed

Position Specifications

- Current employment at an organization with an NCCA and/or ACAP accredited program
- Executive and/or Leadership experience
- Critical, strategic, and innovative thinking skills
- Knowledge of or experience with accreditation standards

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

- Research experience and/or knowledge of program evaluation
- Employment within an industry or organization underrepresented in I.C.E. membership
- International credentialing experience

Position Responsibilities and Expectations

Specific Responsibilities

- Demonstrate an understanding of I.C.E.'s accreditation components, purpose, and programs.
- Provide strategic guidance and recommendations to each I.C.E. Accreditation Services Component as outlined in the Council Charter.
- Analyze data and trend information related to accreditation best practices, accreditation standards development, and ongoing quality improvement.
- Identify and recommend opportunities for strategic quality assurance efforts, including improvements to customer service, transparency, consistency, and responsiveness.
- Contribute to strategic planning discussions and provide input on strategic questions raised by the I.C.E. Accreditation Services Components, I.C.E. Board of Directors, I.C.E. committees and staff.
- Recommend strategic priorities related to budgeting, resource allocation recommendations, legislative and regulatory issues, and marketing initiatives related to Accreditation Services.
- Review and provide input on external messaging related to I.C.E. Accreditation Services Components and the value of accreditation to ensure consistency, accuracy, and relevance.

Engagement

- Attend all meetings prepared to contribute to the discussions having read the agenda and materials.
- Demonstrate ongoing commitment to the credentialing community.
- Represent the perspective of programs accredited by I.C.E. Accreditation Services Components.
- Sign and abide by the [Conflict-of-Interest statement](#).

- Be guided by the I.C.E. mission in all strategic recommendations.
- Serve on committees, working groups, or task forces as needed.

Time Commitment

- Participate in 10-12 virtual meetings throughout the year, 60-90 minutes in length.
 - Commit 1-2 hours monthly to prepare for discussions at virtual meetings.
- Additional commitment required if serving on a committee, working group, or task force.
- Additional planning time required if serving as a Council officer (Chair or Vice Chair).